# Introduction

**Disclaimer**

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**Instructions**

The following template should be tailored by the individual farm to best suit the operation’s needs. The first row contains an example. A suggested performance evaluation process can include:

1. Complete the first 2 columns (Responsibility and Performance Measure) based on the employee’s job description and job expectations.
2. Both the employee and the supervisor should take time to reflect on the employee’s performance before the meeting. The employee and supervisor should independently complete the Rating column.
3. The employee and supervisor should meet to conduct the performance evaluation together. The goal of the meeting should be two-way dialogue. Use the Comments column and the Goals/Notes field to document the discussion.

As with any other HR documentation, completed reviews should be kept in the employee file. A copy should also be given to the employee. Employees should walk away from performance evaluation meetings with a clear understanding of whether they are meeting expectations, exceeding expectations, or need improvement for each responsibility area or task*.*

A successful performance evaluation is:

* Completed on a consistent basis
* Completed objectively, fairly and consistently
* Used as a tool to set expectations and improve performance
* Used as a formal method of individual feedback between a farm worker and their supervisor
* Used as formal documentation of performance issues, areas of opportunity and strengths

Chapter 4 of the FARM HR Manual contains additional information on performance evaluations.

# Performance Evaluation

|  |  |
| --- | --- |
| **Employee** | **Date of Evaluation** |
|  |  |
| **Job Title** | **Supervisor** |
|  |  |
| **Evaluation Period** | |
| From \_\_\_/\_\_\_/\_\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_\_ | |

**Scale:** (EE) Exceeds Expectations, (ME) Meets Expectations, (NI) Needs Improvement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Responsibility Area or Task** | **Performance Measure** | **Employee Rating** | **Supervisor Rating** | **Additional Comments** |
| *Ex: Maintains safety on-farm* | *Performs work activities in a safe manner, has knowledge of applicable safety rules, encourages safety among others* | *ME* | *ME* | *Employee follows all expected safety measures, is attentive during trainings and takes the topic seriously* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Goals/Notes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_