# Introduction

**Disclaimer**

*The template is not a legal document and is provided for educational purposes only. Farms are individually responsible for determining whether the template meets compliance requirements of their applicable local, state, or federal laws and regulations. National Milk Producers Federation and the National Dairy FARM Program are not responsible for the content of this template, and under no circumstances shall we have any liability to you for any loss or damage of any kind as a result of the use of the template or reliance on any information provided in the template. Once downloaded by an organization or an individual, this template and their content become the sole property and responsibility of the organization or individual.*

**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** \_\_\_\_\_\_\_\_\_\_\_\_\_