Completing A Self Evaluation & HR Priorities for Your Farm or Business

INSTTUCITONS: Take a few moments to complete the exercise below. It will help you understand where your farm or other type of business is excelling and where it needs improvement when it comes to Human Resource Management (hiring and keeping your employees).

Please place a check mark in the appropriate column for each of the following statements:

YOUR FARM'S IMAGE	Yes	NO
We are considered a great place to work in our community		
If someone asked one of our present employees, they would say positive		
things about working on our farm.		
If someone asked one of our past employees, they would say positive things		
about working on our farm.		
Our vendors and suppliers speak positively about our farm		
Our employees are encouraged to attend agricultural events or trade shows to		
promote the farm.		
Every year, we collect feedback from our staff to understand what our staff		
members are thinking and feeling		
Total your "yes" and "no" answers		

RECRUITMENT	
We understand how a "bad hire" directly impacts our profitability.	
We use a social media campaign to attract people.	
We are willing to consider training a candidate who is new to agriculture	
and has no experience in this industry.	
We pay bonuses to employees who refer new hires to us.	
We have an annual advertising budget to aide recruitment.	
We seek employees beyond our immediate community.	
Total your "yes" and "no" answers	

SELECTION	
Our hiring decision is based on more than just doing interviews and	
background/reference checks.	
More than one person from our farm is involved in interviewing a	
candidate.	
More than one person from our farm is involved in selecting the final	
candidate.	
We use behavioral-based interview questions to ensure our interviews	
are effective. (If you're not sure what these are, select "No").	
We have less than 10% turnover.	
Total your "yes" and "no" answers	

NEW EMPLOYEE ORIENTATION	
We have a formal new-employee orientation program.	
We make a great first impression during a new employee's first week on	
the job	
Our entire team/family is involved in creating a positive new-employee	
experience.	
Our process for training new employees is designed to instill values, not	
just procedures or protocol.	
We have a two week check in meeting to evaluate role fit.	
We have a 30-day check-in meeting to ensure the new employee is still	
engaged in his/her work.	
We communicate our policies and procedures with an Employee	
Handbook.	
Total your "yes" and "no" answers	

MANAGEMENT AND LEADERSHIP	
All of our managers and supervisors have training to be effective	
leaders.	
We have regularly scheduled staff meetings to improve communication.	
Our leadership team understands intrinsic motivation.	
We reward people – not necessarily with money – for going above and	
beyond.	
Our employees assess their manager or supervisor every year about his	
or her leadership performance.	
Our leadership team participates in strategic planning each year.	
Total your "yes" and "no" answers:	

RETENTION	
We are focused on understanding our HR system to minimize employee	
turnover.	
We practice retention strategies to avoid losing a valuable employee.	
We use Performance Improvement Plans with our employees to correct	
problems or performance issues.	
We conduct exit interviews with departing employees, so that they feel	
free to explain why they are leaving.	
We help our employees achieve their personal and career goals.	
We meet on a regular basis (no less than annually) with each employee	
to discuss his/her future employment goals.	
Total your "yes" and "no" answers:	

SCORING: RECORD THE TOTAL NUMBER OF YES ANSWERS for each CATEGORY:

Your Farm's Image	
Recruitment	
Selection	
New Employee Orientation	
Management and Leadership	
Retention	
Total number of "yes" answers:	

If you have 30 or more "yes" answers, your farm or business is on the right path to becoming an employer of choice.

If you have 29 or fewer "yes" answers, your farm or business has areas of opportunities for Improvement in HR.

You should continue efforts to ensure that each question becomes a "yes," so your HR system is whole and complete, allowing you to hire and keep employees who will help you achieve your aim or purpose.

Below is a list of things you can do to become an employer of choice.

- Recognize and reward staff providing regular feedback to employees about their performance, growth prospects, accomplishments and areas needing improvement; rewarding staff for a job well done. Motivating, delegating and developing each employee according to their personal preferences.
- Demonstrate that you care about your employees getting to know your employees' unique needs and allowing them to find a balance between work and other aspects of their lives.
- Respect listening to employees and encouraging feedback, ideas and suggestions
- Commitment and engagement committing to developing trust, investing in your employees and engaging them in tracking their contributions to the farm or business will improve engagement.
- Fairness developing and applying clear guidelines and policies and enforcing them equally; treat all employees with the same regard and consideration.

The next step will help you prioritize your objectives and create a to-do list for your HR system. Once you've set your priorities, we can identify action steps to address the growth opportunities and develop an improvement plan.