

Human Resource Management Self-Assessment

This self-assessment is designed to help you evaluate the human resource management practices on your farm and help you prioritize areas for improvement.

Important Human Resource Management Practices	How effective is your farm at this practice currently? 1= excellent 2= good 3= ok 4= poor 5= don't have	How important is this to the business? 1= not at all 2= minimally 3= average 4= quite 5= very	How easy/fast will it be to implement? 1= not at all 2= slightly 3= moderately 4= rather 5= very	Add left columns together.
1. We have a system for hiring new employees to ensure that we complete all required paperwork.				
2. We carefully screen potential employees before hiring them.				
3. We have job descriptions for all of our employees.				
4. We have an up-to-date handbook of farm policies (including a statement of how everyone should be treated, arriving for work on time, etc.).				
5. We have an onboarding program in place to ensure that our employees are safe, productive and confident starting day one.				
6. Employees receive feedback and coaching from their supervisors at least weekly.				
7. We encourage employees to participate in decisions and changes that will affect their work directly.				
8. We conduct employee performance reviews on a regular basis.				
9. We train all employees to help them become effective at their work. (i.e. understanding What, Why and How of their job).				

10. We share performance metrics with employees as feedback on how they are doing. (i.e. milk quality, milk production, DOA rate, mortality and morbidity, etc.)				
11. We train employees to understand performance metrics that are shared.				
12. We have a system in place for employees to communicate about sick or lame animals, materials that need to be purchased, etc.				
13. We have a system in place for determining how and when employees earn raises.				
14. Employees understand opportunities for advancement.				
15. We maintain a record of phone numbers and emergency contact information for all employees.				
16. We have a system in place for employees to report grievances.				
17. We have management systems in place to maintain good quality employee housing (house rules, regular inspections, pest prevention, etc.).				
18. We conduct exit interviews with all employees.				
19. We have written standard operating procedures (SOPs) in place for important tasks (milking, feeding, calf care, obstetrics, etc.).				
20. Other?				

You're done...now what?

If you feel overwhelmed (or excited?) by all the human resource practices that you want to implement, use this guide to help you prioritize. There are many things to take into consideration, but in general:

- 0-5: lowest priority for implementation
- 5-10: medium priority for implementation
- 10-15: highest priority for implementation