

## Coaching Guide: 23

### 90 day onboarding journey review

Aim: To provide farm employees with the support they need for a successful career in the dairy farming industry.

#### How to prepare for the 90 day review

Tips for an effective review:

1. **All performance standards should be achievable**, and they should relate directly to the person's job description.
2. **Be prepared** and allow the appropriate amount of time required for the review.
3. **Start by being positive** about employee progress over the previous 90 days.
4. **Be honest and specific with any criticism** and provide suggestions on how to improve .
5. **Evaluate the performance**, not the personality: Your evaluation should focus on how well the employee performs their job, rather than their personality traits.
6. **Have a conversation**: A productive employee evaluation should be a conversation between the two of you.
7. **Ask specific questions**: Here are some questions you can ask employees to spark conversation and receive valuable feedback:
  - a. Are you enjoying the job?
  - b. Have you found the coaching helpful?
  - c. Is there any part of the job that you are finding to be challenging?
  - d. Are there any tasks that you think would benefit from further coaching?
  - e. If all modules and coaching guides are completed, what's next?
8. **Give ongoing feedback**: Giving feedback throughout the year and touching base with an employee to see how they're working toward their yearly goals can help improve worker morale and keep employees on track at work.

## Onboarding Review

Employee	
Employer/manager	
Date	

	Reliably undertakes this task without supervision
	Mostly undertakes this task but occasionally needs support
	Needs more coaching on this task

	Onboarding Review				Further Coaching / Action
1	<b>The Farm Business</b> HRM, Farm Vision and Values, Visitors and Contractors				
	Display behaviour aligned to the farm values and culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Clearly communicate safety protocols to visitors, children, and contractors on farm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Registered and accessed the Dairy passport to locate, read and accept farm policy and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<b>People and Culture</b> Farm Culture and Team behaviours				
	Display an ability to learn and follow instruction to complete work tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Relate well with others and communicates effectively at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Arrives on time for the rostered shift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Consistently complete work tasks and assists others as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Exhibit behaviours described in workplace policies to ensure the wellbeing of workmates and the business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<b>Healthy People</b> Keeping People Safe, Covid-19, and Emergency Procedures				
	Completed the Pre-start 'Safety on-Farm' online module	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Practice Covid-19 safety protocols on farm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Apply safety and emergency procedures and respond quickly to an incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Use PPE as required for the work task to ensure the safety of self and others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Onboarding Checklist</b>					Further Coaching / Action
4	<b>Chemical Handling</b> Basic Agri Chemical Handling				
	Display correct use of PPE for protection when using harmful agri-chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Follow farm procedures for chemical storage, correct use and labelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	<b>Electrical Hazards</b> Basic Agri Chemical Handling				
	Work safely around electric fence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Install and remove temporary fence safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	<b>Farm Vehicles</b> Operating quad bikes, side-by-side and motorbikes and tractors				
	Operates vehicles according to farm policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Safely operate farm vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	<b>Milking</b> Cleaning Dairy Plant, Milking and Mastitis				
	Always wear PPE effectively when cleaning the dairy plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Correctly and safely brings cows into the dairy without disrupting natural cow flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrate correct cups off/on and teat disinfection techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Can describe and recognise signs of clinical mastitis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Communicates with senior staff for appropriate management when a case of clinical mastitis is detected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Follow cleaning schedule procedures for dairy plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Contribute to maintaining accurate farm business recording	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Onboarding Review					Further Coaching / Action
8	<b>Handle Livestock</b> Animal welfare, calf rearing, feeding, moving the herd				
	Completed the Pre-start 'Working with Livestock' online module	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Display care for livestock including calves to ensure the feeding and water routines are completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Follow farm guidelines for moving cows safely, calmly and carefully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Recognise and report common cow ailments and behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Follow procedures for cow treatments and withholds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	