

PEOPLE SNAPSHOT

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	Poor practice Each Tick in the Red Zone means you are less likely to be utilising your people. You need a whole new approach. Address these areas immediately!	Improving practice Each Tick in the Orange Zone means you are increasing the level of effective people management. There is still work to be done	Great practice Each Tick in the Green Zone means you are more likely to be managing your people in the most productive way. Monitor and review to continually improve
Work induction, conditions and safety	<input type="checkbox"/> No induction process in place	<input type="checkbox"/> A general, unwritten induction program is in place for all new employees	<input type="checkbox"/> A formal written Induction Program is in place for all new employees
	<input type="checkbox"/> No written job description in place	<input type="checkbox"/> Some Job Descriptions are in place, but not covering all the farm roles	<input type="checkbox"/> Job Descriptions are in place for all the major farm roles
	<input type="checkbox"/> No Standard Operating Procedures in place for any farm processes	<input type="checkbox"/> Standard Operating Procedures are in place for some of the farm processes	<input type="checkbox"/> Standard Operating Procedures are in place for all of the major farm processes
	<input type="checkbox"/> Safety is not discussed with new employees	<input type="checkbox"/> A few Safety Risks have been identified and are conveyed to new employees	<input type="checkbox"/> Major Safety Risks are identified and conveyed to new employees
	<input type="checkbox"/> No roster system in place	<input type="checkbox"/> A roster system is in place focusing on the farm requirements only	<input type="checkbox"/> A roster system is in place with a work/life balance encouraging community engagement
Managing people on the farm	<input type="checkbox"/> Managers make all the decisions on farm	<input type="checkbox"/> Managers encourage teamwork and knowledge sharing on some occasions	<input type="checkbox"/> Managers show leadership and encourage teamwork and knowledge sharing
	<input type="checkbox"/> Manager instructs all employees on their roles	<input type="checkbox"/> Coaching and mentoring are used when time allows	<input type="checkbox"/> Coaching and mentoring are part of the learning culture on the farm
	<input type="checkbox"/> Ideas from the employees are not encouraged	<input type="checkbox"/> People are allowed to contribute their ideas	<input type="checkbox"/> People are encouraged to contribute to their ideas
	<input type="checkbox"/> The farm culture is "My way or the highway"	<input type="checkbox"/> The farm culture is friendly but very directive by the manager	<input type="checkbox"/> There is a farm culture of openness and trust
	<input type="checkbox"/> Constructive feedback from employees is discouraged	<input type="checkbox"/> Constructive feedback from employees is allowed by not encouraged	<input type="checkbox"/> Constructive feedback from employees is encouraged
Reward and Recognition	<input type="checkbox"/> Remuneration is not in line with the appropriate award	<input type="checkbox"/> Remuneration is in line with the appropriate award and industry standards	<input type="checkbox"/> Remuneration is in line with the appropriate award and industry standards
	<input type="checkbox"/> No HR system for payslips, superannuation, etc	<input type="checkbox"/> HR systems are in place but not always accurate for payslips, Superannuation, etc.	<input type="checkbox"/> HR systems exist to ensure payslips, superannuation payments and leave entitlements are accurate and up to date
	<input type="checkbox"/> People are there as a labour unit and not valued	<input type="checkbox"/> People are generally happy, but believe they could be better valued	<input type="checkbox"/> People believe they make a difference, and their contribution is valued
	<input type="checkbox"/> Success is celebrated by the manager and his family only	<input type="checkbox"/> Success is celebrated on special occasions	<input type="checkbox"/> Success is regularly celebrated, and staff achievements recognised

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	Poor practice	Improving practice	Great practice
Business Approach	<input type="checkbox"/> No strategic or farm yearly plans in place	<input type="checkbox"/> The farm has a yearly plan but no longer-term strategy	<input type="checkbox"/> The farm has a vision, strategy and a yearly plan
	<input type="checkbox"/> Employees not involved in planning	<input type="checkbox"/> Employees are not usually involved in farm planning	<input type="checkbox"/> Employees are involved in farm planning
	<input type="checkbox"/> No business performance measures in place, we rely on our experience alone	<input type="checkbox"/> Some business performance measures are in place but rarely used for farm performance	<input type="checkbox"/> Business performance measures are in place and are used to improve farm profitability
Employee management	<input type="checkbox"/> Manager makes all the decisions	<input type="checkbox"/> Employees are encouraged to take responsibility for very few decisions	<input type="checkbox"/> Employees are encouraged to take responsibility for appropriate decisions
	<input type="checkbox"/> We have heard of continuous improvement	<input type="checkbox"/> Continuous improvement "just happens"	<input type="checkbox"/> There is a culture of continuous improvement and a process to drive it
	<input type="checkbox"/> People are not happy working on the farm. It is just a job!	<input type="checkbox"/> Employees believe the farm is okay as a workplace but could be improved	<input type="checkbox"/> The employees believe the farm is an excellent place to work
	<input type="checkbox"/> Employees could not care less about the farm's success	<input type="checkbox"/> Employees want to see the farm succeed but want more input	<input type="checkbox"/> Employees are committed to success
Development and performance feedback	<input type="checkbox"/> Training people is seen as a waste of time	<input type="checkbox"/> Peoples learning and development needs are met when time allows	<input type="checkbox"/> Employees learning and development needs are met and encouraged
	<input type="checkbox"/> Employees careers are never mentioned	<input type="checkbox"/> Employees careers are rarely mentioned	<input type="checkbox"/> Employees are helped to develop their careers and reach their full potential
	<input type="checkbox"/> Performance feedback to employees happens when something is wrong!	<input type="checkbox"/> Performance feedback happens, but not on a regular basis	<input type="checkbox"/> Performance feedback is in place for all staff
	<input type="checkbox"/> Feedback from employees is discouraged	<input type="checkbox"/> There is no process for employees to feedback to their manager	<input type="checkbox"/> A process exists for employee feedback to their manager
DATE REVIEWED:		REVIEWER:	