

PEOPLE SNAPSHOT

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	Poor practice	Improving practice	Great practice
	<p>Each Tick in the Red Zone means you are less likely to be utilising your people. You need a whole new approach.</p> <p>Address these areas immediately!</p>	<p>Each Tick in the Orange Zone means you are increasing the level of effective people management.</p> <p>There is still work to be done</p>	<p>Each Tick in the Green Zone means you are more likely to be managing your people in the most productive way.</p> <p>Monitor and review to continually improve</p>
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 safety practice	Great safety 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:	