

# Create an Employee Plan

This worksheet asks questions to help you shape a clear plan for your farm employees. Add your own questions: this is intended as a thought exercise to help you get started!

## **What to Delegate?**

What do you want your role to be on the farm?

What jobs do you still want to be closely involved in?

What jobs are most labor intensive on your farm?

What jobs do you dislike or wish you could pass on to someone else?

What do you need the most help with?

## **Setting Expectations**

What are the expectations that you would like to set for your employees? Timeliness, work ethic, pace, cleaning up after oneself, ownership of roles?

What role are you hiring for?

How do you create a team dynamic, working together to meet shared goals?

## **Orientation:**

What are the most important things for an employee to know on your farm?

What tools does an employee need to bring? Special attire?

What are important safety procedures or warnings? Will the employee be driving farm vehicles?

## **Cost Effectiveness**

Do you have a budget for help? What wage do you expect to pay?

What jobs have a direct work-to-income ratio (eg, harvesting, planting, etc)?

What jobs will be easy for someone else to pick up and do well?

How much time are you willing to devote to training?

### **Training**

Break down a task into its “component parts”. Which will you explain first? Which will be the first steps to refinement?

What are some jobs that have clear, easy to understand measures of success? (eg, something you can weigh or time)

How will you communicate those standards? How will you make them achievable?

### **Feedback**

Do you want seasonal employees, year round, or employees who will stay multiple years?

What kind of feedback do you respond well to? What helps you do a better job?

Do you have regular check-in times, mid-season check-in and/or annual evaluations?

When do employees feel comfortable coming to you with a question or concern?

### **Motivating Employees Through the Season**

Do you know your employees' birthdays?

What can you offer as a treat on occasion? What extra perks can you offer?

What are common goals that can be checked off and give a feeling of accomplishment?

As skills increase, increase responsibility and trust. What can someone grow into next?