## Apprentice & Manager Performance Evaluation

This evaluation is a vehicle for enhancing apprentice and manager growth and improvement through open and honest communication between the apprentice and his/her manager. The evaluation highlights areas requiring improvement by both the apprentice, his/her manager, as well as recognizes apprentice and manager strengths. The apprentice and manager should complete two evaluations independently of each other. The first evaluation is of the apprentice’s performance. The second evaluation is of the manager and host sites performance. The ratings given should take into consideration both the experience level of the apprentice, the involvement of the manager and, the high expectations Vilicus Farms has for its developing apprentice and farmer network. The apprentice and manager should then meet to discuss their evaluations and comments and attempt to agree on a “consensus” rating.

## Rating Key

Objective rating

**1** **NEEDS IMPROVEMENT** – Apprentice is not consistently performing at a high level.

**2** **DEVELOPMENT STAGE** – Apprentice is making progress in developing skill in this area, but has not yet reached the desired level of competency or performance.

**3 SATISFACTORY** – Apprentice has developed some skill in this area and performs adequately. Further work/instruction is recommended to fine tune and further develop abilities.

**4 EXCELS** – Apprentice demonstrates high level of ability and aptitude in this area. He/she could perform independently or instruct others.

**N/A NOT APPLICABLE**- The skill does not apply to the apprentice in his/her present position.

## Apprentice Information

| Name |  | Date | **Review Period** |
| --- | --- | --- | --- |

## Manager Information

| Name (s) |  | Date |  | |
| --- | --- | --- | --- | --- |
|  |  |  | |  |

## Summary Evaluation (see attached sheets for specific evaluation categories)

|  |  |
| --- | --- |
| Summary Comments *(include both apprentice and manager summaries)* |  |
| Goals for Skills & Knowledge Development (specific activities to be documented in skills assessment and 5 year development plan) |  |

## Verification of Review

|  |  |  |  |
| --- | --- | --- | --- |
| By signing this form, you confirm that you have discussed parts 1 and 2 of this review in detail. Signing this form does not necessarily indicate that you agree with this evaluation. | | | |
| **Apprentice Signature** |  | **Date** |  |
| **Manager Signature(s)** |  | **Date** |  |

## PART 1: Apprentice Evaluation (Field and Technical Skills)

|  | **Apprentice Rating** | **Manager Rating** | **Consensus Rating** |
| --- | --- | --- | --- |
| **FIELD & TECHNICAL SKILLS** | Obj. Rating | Obj. Rating | Obj. Rating |
| 1. Refer to apprentice skills assessment document for specific areas. |  |  |  |

**OVERALL COMMENTS:**

## PART 1: Apprentice Evaluation (Farm Management Skills)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Apprentice Rating** | **Manager Rating** | **Consensus Rating** |
| **FARM MANAGEMENT SKILLS** | Obj. Rating | Obj. Rating | Obj. Rating |
| 1. Initiative and improvement – Consistently strives to improve Vilicus Farms business processes, engages in daily and weekly meetings and contributes to farm plan development and implementation |  |  |  |
| 1. Documentation and record keeping – Engages in documentation activities such equipment use records, crop scouting, crop plans, field maps, work logs, etc. |  |  |  |
| 1. Judgment – Makes decisions by using sound reasoning, involving others when appropriate, and taking the best course of action to effectively solve problems |  |  |  |
| 1. Time Management – Ability to prioritize jobs, effectively anticipate time requirements, work efficiently to avoid wasting time, and follow through with work schedules and deadlines; flexibility in managing changes due to weather, priorities, or task related complications |  |  |  |
| 1. Facilities/House upkeep – Participates in house cleaning activities. Keeps shop and barn facilities clean and organized. |  |  |  |
| 1. Verbal Communication Skills – Communicates in a candid and open manner that results in clear understanding by others; keeps manager informed in advance of potential problem situations |  |  |  |
| 1. Sustainability/resource use – Ability to further a sustainability ethic for the farm as a whole: Utilizes farm facilities, materials and equipment inventory efficiently, reduces waste and excess at all times, while reusing supplies where possible |  |  |  |

**OVERALL COMMENTS:**

## PART 1: Apprentice Evaluation (Professional Skills)

|  | **Apprentice Rating** | **Manager Rating** | **Consensus Rating** |
| --- | --- | --- | --- |
| **PROFESSIONAL SKILLS** | Obj. Rating | Obj. Rating | Obj. Rating |
| 1. Visioning – Ability to envision a future state for both Vilicus Farms and yourself, works to articulate and share that vision with others through a variety of methods. Has formulated long-term personal and professional goals and is working toward the achievement of those goals |  |  |  |
| 1. Self-Motivation – Shows initiative in improving abilities to accomplish job objectives; prepares self for more challenging opportunities and promotion; anticipates and addresses problems in advance; willingly accepts special assignments and additional work; strives to advance level of ability through professional self-development: reading, attending classes, and participation in off farm organizations |  |  |  |
| 1. Leadership/teamwork – Ability to work with or manage others of varying skills and abilities to achieve shared outcomes; lead by setting a good example for others |  |  |  |
| 1. Work Ethic/Reliability – Ability to complete assigned tasks, carry out instructions and work independently |  |  |  |
| 1. Professionalism – Maintains a professional appearance and demeanor; accepts constructive criticism; refrains from starting/spreading rumors and gossip; uses appropriate language and deals with frustrations in an appropriate manner; refrains from making derogatory comments about others |  |  |  |
| 1. Public speaking – Ability to speak and deliver farm related presentations at meetings or at conferences, and convey ideas in a professional, articulate way. |  |  |  |
| 1. People Skills – Ability to establish and maintain positive, productive working relationships, both within and outside Vilicus Farms; ability to listen effectively and value the opinion of others; ability to communicate and work with others at all levels; acknowledges the contributions of others, is a team player |  |  |  |
| 1. Professional writing – Ability to convey thoughts and ideas in a clear and organized manner; ability to write succinct, grammatically correct, detailed farm journal/online blog entries and other written documents |  |  |  |
| 1. Advocacy – Inherently values small, rural communities; is a whole-hearted proponent of organic, sustainable agriculture; actively and proudly promotes the next generation of farms and farmers and Vilicus Farms. |  |  |  |

**OVERALL COMMENTS:**

## PART 2: Manager Host Site Evaluation

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| --- | --- | --- | --- |
|  | **Apprentice Rating** | **Manager Rating** | **Consensus Rating** |
| **Evaluation Categories** | **Obj. Rating** | **Obj. Rating** | **Obj. Rating** |
| 1. Communications – open communications exist between manger(s) and apprentice. |  |  |  |
| 1. Expectations, Outcomes – are clear both on a day to day basis and over the term of the contract. Changes and/or adjustments are fairly negotiated based Apprentice’s learning, development goals and personal circumstances. |  |  |  |
| 1. Responsibility & Delegation – ability to delegate responsibility proportional to apprentice’s skill level, abilities, and self-management capacity. |  |  |  |
| 1. Work Load & Schedule – assignments can be accomplished in the time provided, adequate balance between needs of the farm and time off is achieved. |  |  |  |
| 1. Learning Environment – adequate time for instruction and explanation is taken, so fostering a productive learning environment. Skills assessment and individual 5-year development plans are completed and reviewed on an on-going basis throughout the apprenticeship. Off farm tours, conferences, and field day opportunities are made possible. |  |  |  |
| 1. Feedback – apprentice receives timely and constructive feedback on work performance and learning activities. |  |  |  |
| 1. Lead by example – manager(s) serve as a good example of furthering a vision of sustainable agriculture, using systems thinking and balancing the day-to-day challenges of managing multiple priorities. The host site is a model example of a sustainability ethic both through farming practices and facilities management. |  |  |  |
| 1. Living Arrangements – room and board expectations and duties are fair and clear, and adjustments based on personal circumstances are fairly negotiated. |  |  |  |

**OVERALL COMMENTS:**