**Staff Assessment of Farmer Performance** Year: \_\_\_\_\_\_\_\_\_\_\_\_

Farmer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Responsibilities & Expectations Assessment**

1 – The farmer failed to meet basic responsibilities and expectations on frequent occasions this year.

2 – There were several occasions of the farmer failing to meet expectations, and the farmer is below the requirements for their program level.

3 – The farmer adequately met all of the expectations of their program level (ie, 80% attendance), but some issues (ie, tardiness) remain.

4 – The farmer did an outstanding job demonstrating their responsibility as a participant in NASAP

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| Good attendance at markets and workshops.Notes: |  1 2 3 4 Low High***Estimate % Attendance: \_\_\_\_\_\_*** |
| Good communication if missing markets or workshops.Notes: |  1 2 3 4 Low High |
| Willingness to learn and take direction and ideas from staff at incubator markets, CSA, or in-field TA.Notes: |  1 2 3 4 Low High |
| Follows the rules of the farm site.Notes: |  1 2 3 4 Low High |
| Adequate records of sales and expenses at market. Notes: | 1 2 3 4 Low High |
| Overall understanding of the educational goals of the program level – works toward growth & independence.Notes: |  1 2 3 4 Low High |

 **Skills Assessment**  Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 – Farmer is not demonstrating an understanding of this skill.

2 – Farmer’s capacity on this skill is acceptable, but improvement is still necessary.

3 – Farmer is utilizing this skill well, but there is room for growth.

4 – Farmer has mastered this skill.

**Wholesale** Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Comes prepared with enough produce to fill the order.Notes: | 1 2 3 4 Low High |
| Demonstrates understanding of product quality and standards per crop.Notes: | 1 2 3 4 Low High |
| Demonstrates ability to independently assess yields in the field and communicates clearly what is really available for wholesale.Notes: | 1 2 3 4 Low High |
| Takes initiative to fill out invoices to best of ability.Notes: | 1 2 3 4 Low High |
| Is ON TIME.Notes: | 1 2 3 4 Low High |

**CSA** Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Comes prepared with enough produce to pack boxes; brings enough boxes.Notes: | 1 2 3 4 Low High |
| Takes initiative to pack boxes independently.Notes: | 1 2 3 4 Low High |
| Demonstrates good understanding of diversity and value of CSA shares.Notes: | 1 2 3 4 Low High |
| Uses best produce available to pack boxes, buys in produce from other farmers when necessary.Notes: | 1 2 3 4 Low High |
| Takes initiative to fill out invoices to best of ability.Notes: | 1 2 3 4 Low High |
| Keeps records of CSA customers, brings records to market.Notes: | 1 2 3 4 Low High |
| Customer service:  Remembers names, pays attention to preferences when possible, offers to switch items, engages in conversation when appropriate.Notes: | 1 2 3 4 Low High |
| Is ON TIME.Notes: | 1 2 3 4 Low High |

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**Production & Post-Harvest Handling** Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Uses best practices for handling harvested produce (washing greens immediately in coldest water, etc)Notes: | 1 2 3 4 Low High |
| Proper use of wash stationNotes: | 1 2 3 4 Low High |
| Understanding of produce packaging (bunching, bagging, size of bunches, etc)Notes: | 1 2 3 4 Low High |
| Succession plantingNotes: | 1 2 3 4 Low High |
| Rows, beds, plant spacing & overall layout & utilization of spaceNotes: | 1 2 3 4 Low High |
| Pest management Notes: | 1 2 3 4 Low High |
| Crop diversity/percentage of farm in corn/balance of crops (is the amount of each to scale)Notes: | 1 2 3 4 Low High |
| Fertility management, cover cropping, crop rotationNotes: | 1 2 3 4 Low High |
| Developing and following a farm plan throughout the seasonNotes: | 1 2 3 4 Low High |
| Equipment – Owning and using the proper toolsNotes: | 1 2 3 4 Low High |

**Farmers’ Market – Quality & Display**

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| Vegetables look clean and fresh.Notes: |  1 2 3 4 Low High |
| Vegetables are at the right maturity.Notes: |  1 2 3 4 Low High |
| Quality is consistent (ie, second grade tomatoes are not mixed with the best).Notes: |  1 2 3 4 Low High |
| Vegetables not on display are being well-stored (in the shade, with leafy greens under a cloth or lid).Notes: |  1 2 3 4 Low High |
| All the different items are easy to see (nothing hidden or poorly visible in the back or underneath).Notes: |  1 2 3 4 Low High |
| Bins or baskets are kept full (no mostly empty baskets; active consolidation if almost sold out).Notes: |  1 2 3 4 Low High |
| There is a farm sign and it is *straight*.Notes: |  1 2 3 4 Low High |
| Prices are clearly posted for customers.Notes: |  1 2 3 4 Low High |

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| There are large amounts of each item visible to create a sense of abundance (vs. small baskets with lots of items behind the counter).Notes: |  1 2 3 4 Low High |
| Vegetables are arranged in a logical way (not having two or three piles of tomatoes far apart).Notes: |  1 2 3 4 Low High |
| Vegetables are packaged properly, in a way that makes them easy to see and attractive (no bags zipped shut, condensing moisture; if veggies are pre-bagged, the bags should be open for the customer to see, and/or an adjacent unbagged bin). |  1 2 3 4 Low High |
| Overall there is an effort to create an aesthetically appealing display with the arrangement of baskets, tilting baskets at an angle, using vertical space, attractive stacking of veggies, etc..Notes: |  1 2 3 4 Low High |
| There is a large variety and diversity of items:Number of items: Notes: | 1 2 3 4 Low High |

**Farmers’ Market -- Customer Service/Business Readiness**

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| The farmer is friendly, accessible and outgoing with customers and potential customers (not occupied with tasks out of sight).Notes: |  1 2 3 4 Low High |
| The farmer appears to be well stocked with supplies.Notes: |  1 2 3 4 Low High |

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| The farmer has plenty of change .Notes: |  1 2 3 4 Low High |
| The farmer has a scale, calculator, and is comfortable using them.Notes: |  1 2 3 4 Low High |
| The prices are competitive with other vendors at the same market.Notes: |  1 2 3 4 Low High |
| *If applicable –* Farmer is familiar with EBT, WIC, double voucher coupons, etc. Notes: | 1 2 3 4 Low High |
| Farmer is keeping track of sales. Notes: | 1 2 3 4 Low High |
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| English proficiency: Knows vegetable namesAble to write vegetable names & price.Abe to understand and answer customer questions Able to communicate and calculate price totals | 1 2 3 4 Low High1 2 3 4 Low High1 2 3 4 Low High1 2 3 4 Low High |