

# Catch up templates - first ninety days



## End of week 1 catch up

By the end of week 1, your new employee will have completed the necessary onboarding paperwork, had a high-level introduction to the business, health and safety, and farm policies; and will have met the team and be getting a feel for their day-to-day role on the farm.

We know that good bosses are good communicators and give their staff clarity; now is the time for you to check-in with your new employee on how their first week has gone, before getting to understand one another's expectations and preferences at work. Follow the questionnaire below to get started.

<b>Employee:</b>	<b>Manager:</b>	<b>Date:</b>
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How has your first week on the job gone? What have been the highlights and lowlights?

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Is there anything on the day 1 checklist we haven't finished?

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Is there anything else we can support you with more at this stage?

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## Understanding one another – for the employee to complete and share

Talk through and ask your new employee to rate their answers to these questions. Make it clear that no answer in this section is 'right or wrong', these are simply questions that indicate how people like to work.

	Not important			Very important
	1	2	3	4
<b>What is most important for us to give you in this job?</b>			<input checked="" type="checkbox"/>	
e.g. → Ambitious targets for me to learn and progress	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
→ A team environment that is high trust with strong relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Where every day is different, I have variety and fun in the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Clear systems, guidelines, and instructions for doing tasks, certainty I have achieved what I needed to for the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>What I need and want from a boss is for them to:</b>				
→ be a mentor to me, someone I can work alongside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ allow me to work independently and problem solve on my own where possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ allow me flexibility in the job and the ability to work around important family or other commitments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ be strong communicators and accessible to me to answer my questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The best way for me to learn new skills is to:</b>				
→ have someone show me, then have a go myself and practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ watch other people do it, and for me to have the chance to ask them questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ have someone explain to me the 'big picture' first and why we are doing this in the first place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ read about it, have a diagram and access to instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any comments about these answers, or past work experiences that will help us understand how you like to work? Anything that you get frustrated with that an employer can do?

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What do you want and need out of this job in the next few months and the next year?

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**Understanding one another – for the employer/manager to complete and share:**

	Not important 1	2	3	Very important 4
<b>What is most important to me in my job</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
→ Ambitious targets for me to learn and progress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
→ A team environment that is high trust with strong relationships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
→ Where every day is different, I have variety and fun in the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
→ Clear systems, guidelines, and instructions for doing tasks, certainty I have achieved what I needed to for the day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>What I need most from my team members is for them to:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
→ show initiative, take notice, to look for the next task without being asked to, a willingness to problem solve on their own and to work independently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
→ be reliable, arrive to work and meetings on time, be honest about any mistakes they have made and ask if they do not understand or need help	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
→ gel well with the other team members, be good communicators, have fun, and look to resolve any relationship issues quickly and respectfully	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
→ be loyal to this team, show dedication and a willingness to work bigger hours some weeks when workload peaks, recognizing that this commitment to the job will be repaid in the long run	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Share any comments or past work experiences you have about these answers.

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Think about any other 'pet hates' or non-negotiables that you have with your team and make these known to your new employee, e.g. cleanliness of your team's overalls; people not checking troughs before letting cows onto a new break, people not putting tools away, timesheets or maintenance registers not being completed, swearing, etc.

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Share your own goals with your employee for the next few months, the next year, and longer term.

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**Meeting actions**

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## End of week 2 catch up

Your employee will now be settling into their job and team. It is important to continue to have regular catch ups, as you want to resolve any issues they may be having early, while celebrating what is going well. Now is also a good time to give them more detail on the business, staff performance and development opportunities and to build their First 90 Days Training Plan (page 5).

<b>Employee:</b>	<b>Manager:</b>	<b>Date:</b>
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### Employee to comment

How has this week gone? What has been most difficult for you these last two weeks? What have you most enjoyed?

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Can we do anything to make things easier for you?

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### Employer to comment

Feedback on performance and attitude in the first few weeks:

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#### More detail on the business

- Goals/targets – production and business
- Values and culture
- Other key people involved, e.g. shareholders, consultants

#### More detail on how you manage staff performance

- How often you do performance planning and reviews, and what it consists of
- Talk about probation/trial period specifications (if applicable)

#### More detail on staff training and development opportunities

- On-job skills/knowledge
- Off-job courses
- Career development

<b>Meeting actions</b>	<hr/> <hr/> <hr/>
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## First 90 Days Training Plan

Training in the first ninety days should be about getting your employee up to speed with what is happening on the farm now and in the next couple of months. It will involve talking about skills the employee may need to develop, as well as processes specific to your farm that they will need to learn. Getting this first ninety days of training right sets up both the employer and employee to hit the ground running.

- **Look** at the signed job description together and talk through the responsibility areas and skills listed beside each area. Ask your new employee to identify strengths they feel they have, and skills they feel they need to grow.
- **Use** the First 90 Days Training Plan (page 6) to map out how your employee can improve on skills relevant to the next couple of month, as well as learn any processes specific to your farm. For example, you may need to take time to teach your new employee your calf rearing system and how you would like them to manage it.

### Tips



- Training staff is time consuming and sometimes feels like it is easier to do something yourself rather than taking the time to train someone. However, once people are trained properly they will free up your time and you will reap the rewards of your training efforts. Staff who participate in regular training are generally more motivated, more efficient and less likely to leave.
- To get buy-in, work together with your staff to develop and review their training plan.
- Formal training is not always the best solution. Sometimes buddying up staff, or coaching, will work better than more formal training. These can still be added to the training plan.
- Plan how you will train a staff member on a certain task. This way you can be sure they will understand the 'why, when, how and what-if' scenarios so they can problem solve more independently in the future. Learn more about this by downloading the Training Planner Factsheet in the people resources on our website
- Review the effectiveness of all training to ensure the time, effort and money spent are having a positive impact on your staff and business.

# First 90 Days Training Plan

<b>Strengths:</b>	<b>Opportunities for improvement:</b>

Skill to improve/ farm processes to learn:	How will it be trained? By whom? By when?	What will success look like?	Progress comments:	Date completed:

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's signature \_\_\_\_\_ Date: \_\_\_\_\_

# End of first month catch up

By the end of the first month of employment, it is time to sit down again and review how things have gone. Follow the questionnaire below, making sure you ask open questions to get a good understanding for how your new employee is feeling in the job. Don't forget to complete the Onboarding Acknowledgement on the following page, as well.

<b>Employee:</b>	<b>Manager:</b>	<b>Date:</b>
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## Employee to comment

What are you enjoying about your job? What hasn't gone well in the last month?

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What questions do you have about the job or business?

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What progress has been made on the First 90 Days Training Plan?

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## Employer to comment

Feedback on performance and attitude in the first month:

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Our farm targets over the next few months are \_\_\_\_\_

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Your key tasks and responsibilities to help us achieve these targets will be \_\_\_\_\_

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## Employee to comment

What concerns do you have for the coming month? What are you looking forward to?

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Do you need anything extra from me or the team in the coming month?

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Do you see any opportunities for how our team or business could operate better?

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### Meeting actions

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# Onboarding acknowledgement

After your employee's first month, ask them to confirm the checklist below. It is important you have signed confirmation that they understand these points, and this will also give them a chance to ask any more questions and recap on a busy first few weeks in the job.

	Tick if completed
<b>The following documentation has been sighted, completed and signed:</b>	
→ Individual Employment Agreement	<input type="checkbox"/>
→ Job description	<input type="checkbox"/>
→ Employee personal information sheet	<input type="checkbox"/>
→ IR330 tax form	<input type="checkbox"/>
→ KiwiSaver deduction form	<input type="checkbox"/>
→ Health and Safety Manual and acknowledgement	<input type="checkbox"/>
→ First 90 Days Training Plan	<input type="checkbox"/>
<b>I have copies of the following documentation:</b>	
→ Individual Employment Agreement	<input type="checkbox"/>
→ Job description	<input type="checkbox"/>
→ Roster	<input type="checkbox"/>
→ Health and Safety Manual (to read)	<input type="checkbox"/>
<b>Do you know?</b>	
→ When you should report to work	<input type="checkbox"/>
→ When you can take breaks	<input type="checkbox"/>
→ Code of conduct	<input type="checkbox"/>
→ Your rate of pay	<input type="checkbox"/>
→ How and when you are paid	<input type="checkbox"/>
→ Your days and hours of work	<input type="checkbox"/>
→ How to report the following:	<input type="checkbox"/>
- Absence from work	
- An accident	
→ The names of the people in the team	<input type="checkbox"/>

Tick if completed

**Do you understand?**

- ➔ Attendance rules
- ➔ Safety policy and regulations
- ➔ General workplace hazards
- ➔ Smoking, alcohol and drug rules
- ➔ Farm policies and procedures
- ➔ Other

  
  
  
  
  

**Do you know?**

- ➔ How your job fits into the whole scheme of things
- ➔ Who you report to
- ➔ How to do the tasks required
- ➔ What possible safety hazards there are
- ➔ What protective actions are required
- ➔ Are you confident that you can carry out the job

  
  
  
  
  

*In signing this document I acknowledge that I have read and understood the farm Health and Safety Manual. I have read and understood the Farm Policies and Procedures Manual and I understand my job responsibilities. I agree to abide by these.*

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's signature \_\_\_\_\_ Date: \_\_\_\_\_

# End of the second month catch up

Time is flying; its time for another sit-down and catch up. Be sure to keep asking those open questions and really listen to the feedback your employee is giving you.

<b>Employee:</b>	<b>Manager:</b>	<b>Date:</b>
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## Employee to comment

What are you enjoying about your job? What hasn't gone well in the last month?

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What questions do you have about the job or business?

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What progress has been made on the First 90 Days Training Plan?

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## Employer to comment

Feedback on performance and attitude in the first month:

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Our farm targets over the next few months are \_\_\_\_\_

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Your key tasks and responsibilities to help us achieve these targets will be \_\_\_\_\_

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## Employee to comment

What concerns do you have for the coming month? What are you looking forward to?

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Do you need anything extra from me or the team in the coming month?

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Do you see any opportunities for how our team or business could operate better?

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### Meeting actions

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## End of the third month

You've made it to the end of your third month. Have another sit-down and go through this catch up questionnaire to see how it is all going. You should review how your First 90 Days Day Training Plan has gone and work together to build a new training plan to meet the employee and farm needs in the months to come.

<b>Employee:</b>	Manager:	Date:
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### Employee to comment

What are you enjoying about your job? What hasn't gone well in the last month?

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What questions do you have about the job or business?

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What progress has been made on the First 90 Days Training Plan?

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### Employer to comment

Feedback on performance and attitude in the first month.

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Our farm targets over the next few months are \_\_\_\_\_

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Your key tasks and responsibilities to help us achieve these targets will be \_\_\_\_\_

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## Employee to comment

What concerns do you have for the coming month? What are you looking forward to?

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Do you need anything extra from me or the team in the coming month?

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Do you see any opportunities for how our team or business could operate better?

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### Meeting actions

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