

**Performance Review**

**Disclaimer:** This is a sample performance review and it is intended to be a resource document only. The farm will need to customize it and make it farm-specific to address the particular needs, factors, applicable legislated requirements, etc. Once this document has been customized by the farm, this disclaimer and the logo located in the upper right corner of the page can be deleted. Should you require assistance, please contact **AgSafe Alberta** at info@agsafeab.ca or visit [www.agsafeab.ca](http://www.agsafeab.ca) for learning opportunities, tools and resources.

|  |  |
| --- | --- |
| **Farm Name** |  |
| **Work Area** |  | **Meeting Date** |  |
| **Employee Name** |  | **Reviewer Name** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Deficient** | **Below Standard** | **Meets Expectation** | **Above Standard** | **Excellent** |
| 1.0 | Attitude | 1 | 2 | 3 | 4 | 5 |
| 1.1 | Works well with others |  |  |  |  |  |
| 1.2 | Follows directions |  |  |  |  |  |
| 1.3 | Other…. |  |  |  |  |  |
| Comments: |
| 2.0 | Safety  | 1 | 2 | 3 | 4 | 5 |
| 2.1 | Works safely & follows procedures |  |  |  |  |  |
| 2.2 | Wears all required PPE |  |  |  |  |  |
| 2.3 | Other…. |  |  |  |  |  |
| Comments: |
| 3.0 | Work area | 1 | 2 | 3 | 4 | 5 |
| 3.1 | Work area kept clean and organized |  |  |  |  |  |
| 3.2 | Tools & equipment inspected as per farm’s policy |  |  |  |  |  |
| 3.3 | Other… |  |  |  |  |  |
| Comments: |
| 4.0 | Productivity | 1 | 2 | 3 | 4 | 5 |
| 4.1 | Other…. |  |  |  |  |  |
| 4.2 | Other…. |  |  |  |  |  |
| 4.3 | Other…. |  |  |  |  |  |
| Comments: |
| 5.0 | Other… | 1 | 2 | 3 | 4 | 5 |
| 5.1 | Other…. |  |  |  |  |  |
| 5.2 | Other…. |  |  |  |  |  |
| 5.3 | Other…. |  |  |  |  |  |
| Comments: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name (Please Print)** | **Job Title (Please Print)** | **Signature** | **Date** |
|  |  |  |  |
| **Reviewer Name (Please Print)** | **Job Title (Please Print)** | **Signature** | **Date** |
|  |  |  |  |

**Important:** Retain a copy of this document in your farm records.