# One-on-one Review & Skills Assessment

One-on-one reviews are a more structured way of providing feedback to your intern.
One-on-one reviews are about sitting down and discussing openly, what you are hoping to achieve and how you can get there.

* How things are going
	+ is your employee enjoying their work
	+ do they think they are doing it well
	+ do you think they are doing it well
	+ how can you support your employee more.
* Discussing what is coming up in their work environment
	+ what will your employees key tasks be
	+ does your employee require any training to complete these tasks e.g. formal/informal
	+ clarifying what you are expecting from them.

Try to ensure that your feedback does not comes as a surprise to your employee by providing daily and weekly feedback about how things are going. This means the review can be more focused and achieve greater results. It is best to focus on giving positive feedback throughout the review as well as identifying areas where there is room for improvement, if any.

It is important you make the time for one-on-one reviews. Too often they are postponed to make way for other “more important” tasks on farm. Postponing reviews means your employees see you putting other things ahead of them which is likely to reduce their commitment and motivation.

On the following page is a one-on-one review that you should complete with your employee. It includes lots of open ended questions to encourage good discussion.


GoHorticulture

 One-on-one Review & Skills Assessment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name: |  | Date: |  |
|  |  |  |  |  |
|  |
|  | Employer/Manager: |  |  |
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|  |
|  | Review |  |  |
|  | Employee to comment: |  |  |  |
|  |  |  |  |  |
|  | What do you enjoy about your job? |  |  |
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|  |
|  | What has gone well over the last 3 months? |  |  |
|  |  |  |
|  |
|  | What hasn’t gone well over the last 3 months? |  |  |
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|  | How effectively do you think the team is working and why? |  |  |
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|  |
|  | What could have been done differently to help you? |  |  |
|  |  |  |
|  |
|  | Employer to comment: |  |  |  |
|  |  |  |  |  |
|  | Give feedback on performance over last 3 months: |  |  |
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|  |
|  | Agreed opportunities for improvement: |  |  |
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|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Plan |  |  |
|  | Employer to comment: |  |  |  |
|  |  |  |  |  |
|  | Our business targets over the next few months are... |  |  |
|  |  |  |
|  |
|  | Your key tasks and responsibilities to help us achieve these targets will be... |  |  |
|  |  |  |
|  |
|  |
|  | Employee to comment: |  |  |  |
|  |  |  |  |  |
|  | What concerns do you have about the coming months/season? |  |  |
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|  |
|  | What are you looking forward to? |  |  |
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|  |  |  |  |
|  | What are you not looking forward to? |  |  |
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|  |  |  |  |
|  | What training do you need? |  |  |
|  |  |  |
|  |[ ]  Irrigation |[ ]  Fertigation |[ ]  Pruning |[ ]  Pest & Disease ID & Monitoring |  |
|  |  |  |  |  |  |  |  |  |  |
|  |[ ]  Understanding Soils (Basic) |[ ]  Nutrients |  |  |  |  |  |
|  |  |  |
|  |[ ]  Other (specify): |  |  |
|  |  |  |  |  |  |  |  |  |  |  |