
Citrus Orchard Foreman Occupational Learning

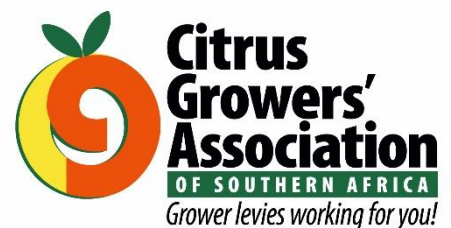
Formative Activities Assessment Guide

A4:
Performance
Monitoring and
Improvement

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Activity F1 – Workplace Performance Management

While completing your practical work, answer the following questions based on the farm you are working at:

1. How does each level of your organisation formally review their performance?

Pertinent Information	Marks Awarded:
Method of performance review for each of the four levels described (e.g. Meetings, KPIs, etc.)	4

2. Are employees at all levels held accountable for their performance? How could this be improved?

Pertinent Information	Marks Awarded:
Yes/no on employees being held accountable	1
Suggestions for improving employee accountability (e.g. More regular performance reviews meetings, etc.)	3

3. How could your supervisors' and managers' ability to communicate about performance be improved?

Pertinent Information	Marks Awarded:
Possible communication improvements (e.g. Supervisors could work to have more regular meetings, to be less aggressive and demanding, to give clearer feedback)	4

4. What records are kept of employee performance?

Pertinent Information	Marks Awarded:
Records kept of employee performance (e.g. Yield for pickers, packing rates for packers, etc.)	4

5. How, where, when, and by who are daily performance reviews performed on your farm?

Pertinent Information	Marks Awarded:
Daily performance review location	2
Daily performance review frequency	2
Daily performance review personnel	2
Daily performance review description (length of meeting, style, formality, effectiveness)	3

6. Which personnel are responsible for performance management?

Pertinent Information	Marks Awarded:
Personnel responsible for performance management (Managers, supervisors, foremen, team leaders etc.)	2

7. How is your performance as a foreman monitored and managed?

Pertinent Information	Marks Awarded:
Description of how learner's performance is monitored (e.g. Regular performance assessments, KPIs, targets, etc.)	3
Description of how learner's performance is managed (e.g. Regular training, meetings with superiors, etc.)	3

