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| **It is important to know your current skill levels so that we can identify which areas we need to prioritise for training, improvement and helping you advance your career. .** | | | | | | | | |  |
| **The ranking**  **system**  **is from 1 - 5** | | **1 = no skill**  **2 = some skill and can assist with the task (80% SV)**  **3 = have done it unsupervised (40-79% SV)**  **4 = regularly do it unsupervised (6-39% SV)**  **5 = very competent**  **SV= Super vision** | | | | | | |  |
| **Employee please mark your level for each skill with an X on the scale as indicated below,**  **Your Employer/Manager will rate your skill in different colour or Symbol #** : | | | 1 2 3 4 5 | | |  |
| **Employer** | **#** | | | **Date** |  | | | | |
| **Employee** | ***X*** | | | **Date** |  | | | | |
| Please answer the questions below with total honesty as it will help all parties! | | | | | | | |  | |

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| **Milking** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Set up plant and yard |  |  |  |  |  |  |  |
| Cupping on |  |  |  |  |  |  |  |
| Cupping off |  |  |  |  |  |  |  |
| Use of backing gate |  |  |  |  |  |  |  |
| Wash down yards |  |  |  |  |  |  |  |
| Plant wash milking system |  |  |  |  |  |  |  |
| Vat wash |  |  |  |  |  |  |  |
| Teat spraying |  |  |  |  |  |  |  |
| Check teat spray levels |  |  |  |  |  |  |  |
| Milking efficiency |  |  |  |  |  |  |  |
| Identify, treat and record mastitis |  |  |  |  |  |  |  |
| Replace rubber ware |  |  |  |  |  |  |  |
| Competent in shed procedures |  |  |  |  |  |  |  |
| Complete shed records BOFP |  |  |  |  |  |  |  |
| Complete shed inspection and fix problems |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Milk Quality Management** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Understanding of colostrums & whole milk |  |  |  |  |  |  |  |
| Understanding of antibiotic milk |  |  |  |  |  |  |  |
| Understanding of mastitis |  |  |  |  |  |  |  |
| Understanding of SCC |  |  |  |  |  |  |  |
| Marking of treated cows |  |  |  |  |  |  |  |
| Stripping of udders to check for mastitis |  |  |  |  |  |  |  |
| Identification of mastitis with RMT |  |  |  |  |  |  |  |

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| **Milk Quality Management (Continued)** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Understanding of types of mastitis |  |  |  |  |  |  |  |
| Treating of mastitis with intra-mummeries |  |  |  |  |  |  |  |
| Understanding of which treatments to use |  |  |  |  |  |  |  |
| Identification of mastitis by eye |  |  |  |  |  |  |  |
| Use of dry cow therapy (DCT) |  |  |  |  |  |  |  |
| Maintenance of milking speed |  |  |  |  |  |  |  |
| Cupping on three titters |  |  |  |  |  |  |  |
| Cleaning leg bands |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Animal Health** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Approve administration of drugs |  |  |  |  |  |  |  |
| Inject metabolic solutions into vein |  |  |  |  |  |  |  |
| Inject metabolic solutions under skin |  |  |  |  |  |  |  |
| Inject antibiotics |  |  |  |  |  |  |  |
| Record animal health treatments |  |  |  |  |  |  |  |
| Administer anthelmintic drenches / pour ons |  |  |  |  |  |  |  |
| Administer animal health treatments through in-line dispenser |  |  |  |  |  |  |  |
| Calve cows in difficulty |  |  |  |  |  |  |  |
| Calculation of minerals for dosatron |  |  |  |  |  |  |  |
| Lame cow prevention |  |  |  |  |  |  |  |
| Identification and marking of lame cows |  |  |  |  |  |  |  |
| Early treatment of lame cows |  |  |  |  |  |  |  |
| ID, drafting and treatment of ill health cows |  |  |  |  |  |  |  |
| Hoof trimming of lame cows |  |  |  |  |  |  |  |
| Use of cow slips and shoofs for lame cows |  |  |  |  |  |  |  |
| Treatment for milk fever |  |  |  |  |  |  |  |
| Treatment of cows not letting milk down |  |  |  |  |  |  |  |
| Treating cows with paralysis |  |  |  |  |  |  |  |
| Cow Body Conditioning Scoring (BCS) |  |  |  |  |  |  |  |
| Treatment of cows with bloat |  |  |  |  |  |  |  |

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| **Maintenance** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Carry out monthly checks on milking plant |  |  |  |  |  |  |  |
| Writing up service checks into maintenance books |  |  |  |  |  |  |  |
| Carry out daily checks on all vehicles |  |  |  |  |  |  |  |
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| **Health and Safety** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Identify hazards and report them to manager |  |  |  |  |  |  |  |
| Write accidents / incidents including close calls into incident register in the health & safety folder |  |  |  |  |  |  |  |
| Maintain speed limits at all times |  |  |  |  |  |  |  |

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| **Tractor use** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Carryout checks on tractor before use |  |  |  |  |  |  |  |
| Flat terrain |  |  |  |  |  |  |  |
| Undulating terrain |  |  |  |  |  |  |  |
| Towing implements’ flat terrain |  |  |  |  |  |  |  |
| Towing implements’ Undulating terrain |  |  |  |  |  |  |  |
| Cultivation |  |  |  |  |  |  |  |
| Pasture topping |  |  |  |  |  |  |  |
| Loading silage wagon & shifting Baleage |  |  |  |  |  |  |  |
| Attaching Snap lock duals |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Quad use** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Carryout checks on quad before use |  |  |  |  |  |  |  |
| Flat terrain |  |  |  |  |  |  |  |
| Towing trailers’ flat terrain |  |  |  |  |  |  |  |
| Undulating terrain |  |  |  |  |  |  |  |
| Towing trailers’ undulating terrain |  |  |  |  |  |  |  |
| Demonstrate loading/towing weight limits |  |  |  |  |  |  |  |
| Wearing helmet with strap done up when riding |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Motor bike use** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Carryout checks on bike before use |  |  |  |  |  |  |  |
| Motor bikes flat terrain |  |  |  |  |  |  |  |
| Motor bikes Undulating terrain |  |  |  |  |  |  |  |

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| **Staff** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Fill out own timesheet weekly |  |  |  |  |  |  |  |
| Hand time sheets in on time |  |  |  |  |  |  |  |

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| **Farm maintenance** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Spot spray weeds / Laneways / Grounds |  |  |  |  |  |  |  |
| Grub thistles behind cow grazing |  |  |  |  |  |  |  |
| Maintain fences use wire strainers/triplex |  |  |  |  |  |  |  |
| Patch holes in races |  |  |  |  |  |  |  |
| Maintain water supply |  |  |  |  |  |  |  |

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| **General farm work** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Change ball-cock in water trough |  |  |  |  |  |  |  |
| ID and fix water leaks |  |  |  |  |  |  |  |
| Able to replace tape gate handles |  |  |  |  |  |  |  |
| Locating and fixing fence shorts |  |  |  |  |  |  |  |
| Understanding of fence power |  |  |  |  |  |  |  |
| Set up of portable water trough |  |  |  |  |  |  |  |
| Able to replace post if broken |  |  |  |  |  |  |  |
| Able to join wire together if broken |  |  |  |  |  |  |  |
| Trouble shooting / fixing plant equipment |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Self-Management** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| punctuality |  |  |  |  |  |  |  |
| tidiness |  |  |  |  |  |  |  |
| Able to plan out daily activities/duties (planning) |  |  |  |  |  |  |  |
| personal hygiene |  |  |  |  |  |  |  |
| attitude |  |  |  |  |  |  |  |
| time management |  |  |  |  |  |  |  |
| efficiency |  |  |  |  |  |  |  |
| team work |  |  |  |  |  |  |  |
| Use of appropriate language |  |  |  |  |  |  |  |
| friendliness |  |  |  |  |  |  |  |
| Keep lawns and Garden tidy at all times |  |  |  |  |  |  |  |
| Communication |  |  |  |  |  |  |  |

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| **Stock work** | **Assessed by** | **1** | **2** | **3** | **4** | **5** | **Date** |
| Carry out all stock work taking into account animal health guidelines. |  |  |  |  |  |  |  |
| Bringing cows in to shed quietly |  |  |  |  |  |  |  |
| Drafting out individual cows in paddock |  |  |  |  |  |  |  |
| maintaining stock flow through shed |  |  |  |  |  |  |  |
| drafting cows in shed |  |  |  |  |  |  |  |
| handling kicking cows |  |  |  |  |  |  |  |
| general stockmanship |  |  |  |  |  |  |  |
| Move young stock |  |  |  |  |  |  |  |
| Identify culls |  |  |  |  |  |  |  |
| Maintain stock records |  |  |  |  |  |  |  |