

Human Resource Risk Management: *Checklist for Farms and Agribusinesses*

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- ✓ Does your farming operation have a contingency plan in place with the following steps covered?
 - Step 1: Risk Assessment
 - Step 2: Business Impact Analysis
 - Step 3: Risk Management Strategies and Tools
 - Step 4: Risk Management Goals
 - Step 5: Document the Plan

- ✓ Is your contingency plan properly documented and communicated with farm business owners and employees?

- ✓ Have you addressed the following sources of human resource risk and have a plan for them within your farm business?
 - Poor communication/people management practices
 - Management error/competence
 - Divorce
 - Death
 - Illness/injury (temporary or permanent)
 - Temporary leave (military, family, other)

- ✓ Do you have job descriptions for all positions (and employees) on your farming operation?
 - Are benefits correctly described and explained to employees?
 - Do you have an employee handbook?

- ✓ Do you have a plan for how you will transfer management within your operation (including the following)?
 - Is the older generation ready to bring in a new generation and begin turning over management, control, ownership, and income?
 - Is the younger generation committed?
 - Do all generations agree on the future direction of the business?
 - Has the business identified and agreed upon future goals and objectives?
 - Have you conducted a management skill assessment for the younger generation to determine where growth may be needed?
 - Have you considered how the business can divide management responsibility moving forward?

For more information, check out the [webinar recording](#) on this topic or the Purdue Institute for Family Business site on [Contingency Planning!](#)

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