

HIRING EMPLOYEES

Planning will help you find the right employee for your business philosophies, values, goals and objectives.

Planning

- 1. Develop a mission statement.** The first step is to develop a mission statement, a description in a few sentences that says why your business exists. It is based on the values and beliefs of the owners and/or management team.
- 2. Outline goals and objectives.** Describe who you are, where you are going, and how you are going to get there. Where do you see your farm 5 or 10 years in the future. Your goals should be specific, measureable, attainable, rewarding and timed (SMART).

If you know yourself, your business, and the strengths and weaknesses of the business, you will be able to identify the qualities you want in an employee.

Provide written job descriptions

A well-defined job description will lay the groundwork for identifying the person best suited for the position. The following questions will assist you in writing a job description:

1. Is the job description compatible with your mission, goals and objectives?
2. Will the job description maximize the goals of the business while considering the needs of the employee?
3. Will the employee feel like “just a hired hand” or part of a team?
4. Is there opportunity for personal growth and advancement in the job description?
5. Will the job description provide challenge to the employee?
6. Does the job title convey a positive message?
7. Are the duties and responsibilities of the employee clearly stated?
8. Have you clearly identified who is the employee’s supervisor?

Recruitment

Being able to select from a larger pool of applicants will allow you more opportunity to select the right candidate for your farm. A well-written advertisement will appeal to the type of applicant you wish to attract. The ad should include the following: a job title that identifies the type of work, positive attributes of the job and employer, necessary experience, skills, knowledge and ability, competitive salary and benefits, and how and when to apply. Include a deadline if you have one.

Interviewing

After reviewing the applications, invite your most qualified applicants to your farm for an interview. Take time to explain the position so that the applicant understands the job and your goals and objectives for the farm and the position. Prepare a list of interview questions

and ask each applicant to describe their educational background, experience, goals, and how their qualifications will benefit the farm. Asking open-ended questions rather than “yes” or “no” questions will provide more information on prospective candidates.