

FACTSHEET

Checklist of things to consider before advertising

September 2023

Here is a checklist of things to consider before advertising a role on your farm:



- 1. Determine the specific **duties and responsibilities** that the employee will be expected to perform, and make sure these are clearly outlined in the job description. More information over the page.
- 2. Consider the **skills, experience and any relevant qualifications** that an ideal candidate will have, and make sure these are included in the job posting.
- 3. Determine the **salary and benefits** that you are willing to offer, and make sure this information is easy to understand if you include in the job posting.
- 4. Consider the **physical requirements** of the job, such as the ability to lift heavy objects, and make sure these are mentioned in the job posting.
- 5. Determine the **schedule and hours** that the employee will be expected to work, and make sure this information is included in the job posting. Clearly state if this is a full-time or part-time position, and casual or permanent.
- 6. Consider the **location of the farm and the transportation options** available for the employee, and make sure this information is included in the job posting.
- 7. **Determine how you will advertise the job**, such as through online job boards, local newspapers, or on social media, and make sure to post the job in a timely manner to attract the best candidates.
- 8. Once you start receiving applications, decide how you will **review and evaluate candidates**, and make sure to follow up with applicants in a timely manner.
- 9. Before making a final hiring decision, be sure to conduct thorough **background checks and reference checks** to ensure the candidate is a good fit for your farm, the role and the team.
- 10. Once you have hired the employee, be sure to provide them with **a thorough orientation and training** to ensure that they are prepared to succeed in their new role.



More information:

Determine Duties and Responsibilities

When advertising a role on your farm, it's important to determine the specific duties and responsibilities that the employee will be expected to perform, and to make sure these are clearly outlined in the job description. This will help ensure that you attract the right candidates for the job and that they understand what will be expected of them.

Some things to consider when determining the specific duties and responsibilities for the job include:

- The type of work that the employee will be expected to perform, such as feeding and caring for animals, planting and harvesting crops, or maintaining equipment.
- The specific tasks that the employee will be responsible for, such as feeding the pigs twice a day or maintaining the irrigation system.
- The skills and knowledge that the employee will need to have in order to perform the job, such as experience with farm equipment or knowledge of animal husbandry.
- The physical demands of the job, such as the ability to lift heavy objects or work in challenging weather conditions.
- The schedule and hours that the employee will be expected to work, such as full-time, part-time, or seasonal.

Once you have determined the specific duties and responsibilities for the job, be sure to include this information in the job description. This will help ensure that you attract candidates who are qualified and interested in the job, and will help set expectations for the employee once they are hired.

For more information check out the resources at B+LNZ's Employment Hub
<https://beeflambnz.com/knowledge-hub/employment-hub>

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