



# Job Hunting

A range of goal orientated advice for potential workers

- Deciding what sort of job you want
- Ideas to help you get the job you want
- Applying for jobs
- How to handle a job offer
- Dealing with being turned down
- Building a personal reputation

## 2.2 Job Selection for Farm Staff

### A guide to getting the right job

#### Why this is important

If you have goals and want to succeed in the sheep and beef industry, then getting the right job is critical. A good job will help to gain the knowledge and skills you need to progress in the industry.

#### This fact sheet will cover:

- Deciding what sort of job you want
- Ideas to help you get the job you want
- Applying for jobs
- How to handle a job offer
- Dealing with being turned down
- Building a personal reputation

### Deciding what sort of job you want

#### Goals

To decide what sort of job you want, take the time to write down some of your goals for the future. These will help you clarify what you want out of a job.

Ask yourself:

- If I am successful in achieving what I want out of life, what will my life look like?
- What do I want to have achieved in five years' time?
- What skills do I currently have?
- What skills do I want to gain from a new position?
- Where will these skills take me in the future?
- What do I need a job to provide for me?

#### SWOT analysis

Do a SWOT analysis; Write down all your **Strengths** and **Weaknesses**, then what you think are your **Opportunities**, and what the **Threats** are to achieving what you want. You may want to ask a friend, employer or mentor to help you do this.

## Other questions

Some other questions you might like to ask yourself include:

- What skills do you think it is important for your employer to have?
- Are there any non-negotiable points or boundaries that you must keep in mind when applying for jobs? For example, do you have to be within a certain distance to a town due to your partner's work commitments?

With your SWOT analysis done and goals written, you can now work out what sort of job will meet your needs.

## Ideas to help you get the job you want

### Mentors

Having a mentor can help you get the job you want.

A mentor is someone you can use as a sounding board for ideas and who will give you guidance. Mentors will challenge you, support you and provide you with new skills that you can use.

When choosing a mentor, consider people who are family friends, past employers, or other people that you know who can provide you with what you need. Having the right person as your mentor can be of great benefit to you, so choose that person wisely.

### Opportunities

Look around to see what opportunities are available and what would suit you. Talk to people that might be able to help you get the job you want; many jobs are only advertised through word of mouth so start talking to people.

If you are comfortable with the idea, try approaching people who you think you would like to work for. They may not have a job available at the time, but they may have later or they may be able to put you onto someone who does. Doing this also tells people that you are motivated and enthusiastic about learning and working in the industry.

### Professionalism

Be professional in your attitude to job seeking.

Make sure you are on time and meet any close-off dates for sending information or replying to phone messages; if you are late in these circumstances it doesn't say much about your time management abilities. Prepare yourself for interviews by practising with someone, so you are confident talking about yourself in front of other people.

### What are employers looking for?

Every employer is different, but most employers value some basic characteristics in their employees:

- Honesty
- Reliability
- Ability to take initiative
- Good communicators
- Enthusiasm
- People who take an interest in their business
- Those who take pride in their work
- Positive people.

## Applying for jobs

Self-promotion is important. Spend time preparing your CV. Often you will find standard CV formats in your word processing programme on your computer, or ask a few friends if you can see theirs to get an idea of what looks good. Ideally a CV should be typed; if you don't have a computer ask a friend, or even consider paying someone to do it for you.

Write down some questions about the job to ask potential employers, either when you speak to them on the phone, or at the job interview. Having these questions prepared will make you feel confident and it will also give a good impression to the potential employer.

For the interview, make sure you dress smartly but practically, this will help give you confidence. Don't be afraid to ask "stupid" questions; it was once said that the only stupid question is the question not asked.

## Reference checking your future employer

Potential employers will ask if they can contact the people you have as referees so they can ask questions about your past employment and find out more about you. Make sure the people you give as referees know that you are applying for a job and that they might be telephoned.

You can also ask your potential employer if you can ring some people and find out a little more about them. You may like to speak to the employee who is leaving the job, other previous employees, neighbours or other people who have had a close association with the potential employer. Remember to prepare questions prior to talking to these people and that it pays to talk to more than one person in case you talk to someone who has an unusual view of the person.

## Professional employers

Make sure that the people you are considering working for are professional employers. Professional employers should have the following:

- Employment agreements, with full job descriptions
- A Health and Safety Policy on farm
- A Policy and Operations Manual
- A system for performance management
- Suitable remuneration for the job, with adequate time off.

## How to handle a job offer

This is where all your work and preparation finally pays off. You may even have several offers at the same time, so you need to handle this responsibly.

If you are interested in taking the job, you will need to sit down with your potential employer and talk about the terms of the offer. The Employment Relations Act states you must be allowed time to seek advice on the agreement. This means you will be given a couple of days to take the agreement and talk it over with someone. Ask your mentor, solicitor or an experienced friend to help with this.

You may then need to negotiate parts of the agreement such as training, any part-time work for your partner, time off, remuneration or other points. The agreement can then be signed when both parties agree.

## Dealing with being turned down

Try to remain positive and not become discouraged when you are turned down for jobs.

It is a good idea to get feedback from interviews. If you miss out on a job, ask them why, and what could you have done better or differently. You may ask for this feedback when they ring to notify you that you have been unsuccessful. Often people find it easier to give this sort of feedback in a letter, so give people that option if they seem uncomfortable.

Remember that if you are not doing something well when applying for jobs then you need to fix it, and you won't know what you are doing wrong unless you ask for feedback.

## Building a personal reputation

Some people in the sheep and beef industry are well known even though many people have not met them. Why are these people well known? They have built a reputation or good image; they have done things to become known and their name has then been linked with this.

Personal reputations can be both good and bad; you need to build yourself a good one. A good reputation may lead to you being offered jobs before you start looking!

### How do you build a good personal reputation?

- Be professional in all that you do
- Have good time management skills, good communication skills and be responsible
- Be good at your job and work at developing your skills and knowledge
- Treat other people as you would like to be treated yourself
- When you are working and talking to people, show your enthusiasm and motivation, as this can be as important as your skill level
- All of these skills and attributes will create the basis of good personal reputation.

## What are the benefits to me?

Selecting the right job as an employee has the following benefits:

- A more enjoyable employment relationship
- Better opportunities to progress
- Achieving your goals more quickly.

## Useful references

***Managing Your Team, A guide to good employment practice*** Primary ITO.

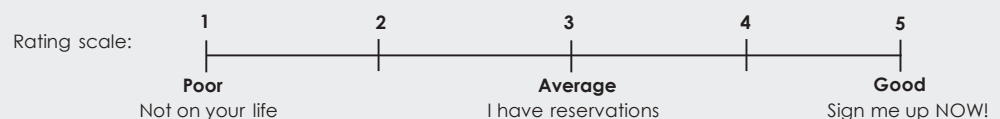
***Job Interviews for Dummies***, Joyce Lain Kennedy.

### Disclaimer

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## 2.3.1 Template – Employer Screening

Employer details					
Employer name					
Position title					
Contact phone number					
Location					
Farm area					
Stock numbers					
Referee 1: (name & phone no)					
Referee 2: (name & phone no)					
Selection criteria					
Agreement available	Yes	No			
Job description available	Yes	No			
Health & safety policies available	Yes	No			
Employer personality (rate 1 to 5)	1	2	3	4	5
Accommodation (rate 1 to 5)	1	2	3	4	5
Distance to town (km)					
Local school (rate 1 to 5)	1	2	3	4	5
Hours of work					
Salary (\$)					
Overall impression					



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