Employer questionnaire

Please complete all sections, all information will be kept confidential and is purely to help place the best person possible within your farming business.

**Section 1**

Name *–*

Phone *–*

Email *–*

Date -

Farm name *–*

Farm location *-*

Herd size and breed *–*

Size (ha) *–*

Shed details *–*

Other farm information you would like included *–*

Specific job title -

Daily Job responsibilities *–*

Time off Roster *–*

Within time off roster, please indicate likely milking roster -

Salary range, please define base rate and accommodation separately *–*

Accommodation–

Bond required –

Do you allow animals? Are you negotiable on this point?

How often are house inspections done?

Would you be interested in receiving help with this?

Are there any non-cash benefits you would like to include *–*

When does your position start *–*

What is your preferred interview scenario? (e.g. they come to you, you go to them or a combination) *–*

Do you have an alcohol and drug policy in place?

Once you have decided to offer the position to someone, do you want to undertake pre-employment drug testing?

**Section 2 – this section is to determine what kind of employee you are after.**

Please complete this section as honestly as possible, remember all answers will be kept strictly confidential.

1. How much experience are you looking for*?*
2. Are you willing to hire an immigrant with a working visa in place*?*
3. Are you flexible as an employer? Would you hire a single mother or father with good childcare in place*?*
4. What farm skills are essential for your position? E.g. knowledge on pasture, mastitis identification, animal health etc *–*
5. If you have ever had someone you would consider to be a great employee, could you describe what made them so good? What characteristics did they have?
6. Do you prefer your employees to have pre requisite off farm education? If yes, what level is your minimum*?*
7. Do you prefer to teach someone over someone who is already trained*?*
8. Do you support off farm learning?
9. Do you prefer to work with people that can think for themselves or someone who likes to be told what to do?
10. Are there any qualities are you willing to compromise on? (e.g. someone who is always on time but needs direction and clear instructions when on the job)*-*

**Section 3 – This section is about you, what policies and procedures you have in place.**

1. Do you have a well-defined reporting structure on farm? (who would your employees mainly be reporting to?)
2. If your staff will be reporting to someone else other than yourself (a 2ic or Manager), will you include that person in the interview process?
3. Do you have an updated, well-defined job description prepared?
4. Does your farm have an up to date health and safety plan in place?
5. If not, would you like any additional support in this area?
6. Does your farm have a policies and procedures manual?
7. If not, would you like any additional support in this area?
8. Does your farm have a staff induction plan in place and do you use it? *(if not, please tell me why not?)*
9. How comprehensive would you say your induction training plan is*?*
10. How much time would you put into training a new staff member*?*
11. How often are on farm staff meetings held?
12. Do you do on farm performance reviews, and if so, how often do you do these?
13. Would you benefit from any support in this area?
14. Do you prefer staff that are looking to stay long term to staff that are looking to move up the ladder quickly*?*
15. What annoys you most about employees? (past or present)*-*
16. What is your previous staff retention like? If there have been issues could you identify what they were? (e.g. personality clashes, workload issues, lack of work ethic etc)
17. What development do you undertake to ensure you are a good employer? Have you attended any training to help you with staff?
18. How often do you assess yourself as an employer?
19. Are there any procedures in place on your farm that allow your staff to give you feedback about how you are performing as an employer? Can you handle constructive feedback from your staff?
20. Do you believe in incentives or bonuses to increase job productivity? Please explain your answer *–*
21. Do you believe you are a good employer, can you tell me why?
22. Are you able to provide me with one (or more) references from your employee(s) that can speak to what kind of employer you are? Please list their names and contact details –