

FARMERS & GROWERS RECRUITMENT CHECKLIST

1. UNDERSTAND YOUR NEEDS

- IDENTIFY THE ROLE NEEDED
- IDENTIFY SKILLS REQUIRED
- INCLUDE SOFT SKILLS (EG. TEAMWORK, PROBLEM-SOLVING, ADAPTABILITY)

2. BUILD RELATIONSHIPS

- CONNECT WITH LOCAL AG PROGRAMS/GROUPS
- CONNECT WITH INDUSTRY BODIES
- ATTEND AG/NETWORKING EVENTS
- JOIN ONLINE AG COMMUNITIES
- REFERRALS FROM EXISTING WORKFORCE

3. CREATE A JOB DESCRIPTION

- CLEARLY OUTLINE DUTIES, SKILLS, QUALIFICATIONS
- DESCRIBE YOUR FARM CULTURE & CORE VALUES
- HIGHLIGHT GROWTH OPPORTUNITIES
- MENTION POLICIES/PRACTICES THAT PROMOTE A HEALTHY WORK-LIFE BALANCE

4. ADVERTISE THE ROLE

- AG JOB BOARDS/JOB SITES
- YOUR FARM'S SOCIAL ACCOUNTS
- AG/JOB GROUPS ONLINE/SOCIALS
- LEVERAGE YOUR NETWORK

5. SCREEN AND INTERVIEW

- REVIEW APPLICATIONS
- SELECT FINAL CANDIDATES
- INTERVIEW TO ASSESS FIT
- REFERENCE CHECKS

6. PRESENT AN OFFER

- PREPARE AN ENTICING JOB OFFER
- INCLUDE COMPETITIVE SALARY/BENEFITS
- CLEARLY OUTLINE OPPORTUNITIES FOR GROWTH/ DEVELOPMENT

7. ONBOARDING

- COMPREHENSIVE ORIENTATION
- INTRODUCE YOUR OPERATION/TEAM
- COMPREHENSIVE TRAINING
- ASSIGN A MENTOR FOR GUIDANCE

8. CONTINUOUS ENGAGEMENT

- PERFORMANCE REVIEWS
- PROVIDE CONSTRUCTIVE FEEDBACK
- DISCUSS ANY CONCERNS
- OFFER LEARNING/DEVELOPMENT
- ACKNOWLEDGE/REWARD HARD WORK/ACCOMPLISHMENTS