

# *DairyNZ QuickStart Recruitment Kit – Farm Assistant*

*Your solution to getting recruitment right, the first time*





For more information visit

**[dairynz.co.nz](http://dairynz.co.nz)**

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# Introduction

Welcome to the *DairyNZ QuickStart Recruitment Kit* for farm assistant roles. This guide has been developed as a starting point for your journey as an employer. It provides a simple process and resources to help you find and recruit the right employee and then introduce them to your farm in an effective way. Once you have your farm team in place the *DairyNZ QuickStart People Productivity Kit* provides easy to use templates and processes to manage your people to increase farm productivity and efficiency. Other DairyNZ tools available to support you are the *HR Toolkit*, *Compliance Toolkit*, *Career Pathways* and **peoplesmart.co.nz**.

## Legal obligations

Employers have a number of legal responsibilities they must meet; these are explained in more detail on **peoplesmart.co.nz** or follow the links below. The *DairyNZ Compliance Toolkit* is another resource available from DairyNZ that can assist you in this area. Please note legal requirements can change from time to time so it is important to stay up-to-date with these.

Employers also need to keep certain information about their employees in a safe, secure location. The *QuickStart Recruitment Kit* is designed to become the staff file for your employee. The content is a starting point for the information you must collect and keep for each of your employees; you can also use this pack to start you on the road to managing your people well.

The orientation section contains a list of the information you should keep for each employee. Note that recording and keeping the majority of this information is a legal requirement for employers.

## Useful websites

**[www.dol.govt.nz/er](http://www.dol.govt.nz/er)**

**[www.ird.govt.nz](http://www.ird.govt.nz)**





# Role

Before you begin the recruitment process you need to be clear about the role you require on farm. This means having an accurate job description and person specification.

## Steps to take



## Job description

A job description lets people know what the requirements of the job are. It is also a tool that can be used for identifying learning and training needs and reviewing job performance.

## Person specification

The person specification forms part of the job description and identifies the knowledge, skills and abilities required to do the job. It also helps to identify values and attitudes that are important to you.

# Job Description – Farm Assistant

This job description is generic and, in general terms, should outline most of what you would expect from this role. To ensure your job description accurately reflects the requirements of this role in your business you can:

- Delete statements that don't reflect what is required
- Write in statements for things that you need done that aren't included
- Use the *DairyNZ HR Toolkit* template or [peoplesmart.co.nz](http://peoplesmart.co.nz) to write your own job description reflecting what you require from the role in your farming business.

Employee	Manager	Date
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<b>Job title</b>	<b>Farm Assistant</b>
<b>Purpose of position</b>	Assists with the day-to-day tasks on farm, including feeding, milk harvesting, animal health, effluent, and repairs and maintenance. Requires supervision.
<b>Reporting lines</b>	Reports to Farm Manager / Farm Owner

Responsibility area/tasks	Performance measure (what does good look like?)	Additional comments
<b>Milk production – feeding.</b> Assist with the feeding of stock as directed by farm manager or according to the requirements outlined in the Farm Systems Manual, including: Feeding out and setting up break fences	Fences put up in correct place and in the correct way. Check power is working and fence is live. No cows break out. Check cows will have water Feed out as per instructions so wastage is minimised and all cows will have access to feed	

Responsibility area/tasks	Performance measure (what does good look like?)	Additional comments
Implementation of an effective weed control programme	No weeds to reach flowering stage, minimal weeds visible on farm	
Assisting with farm walks to collect pasture growth information	Farm walk completed as agreed with farm manager, accurate pasture information collected	
Assisting with any pasture renovation programme Assisting with any crop establishment programme	Carry out instructions when assisting with pasture renovation or crop establishment	
Applying fertiliser as per Nutrient Management Programme	Fertiliser applied to the correct areas at the correct rates. All paperwork completed	
Implementing irrigation requirements	Irrigation system operated in an efficient way, minimising water wastage	
Assisting with conservation of feed		
<b>Milk production – milk harvesting.</b> Assist with milking as directed by farm manager or according to the requirements outlined in the Farm Systems Manual, including:		
Arriving on time to set up equipment	Dairy is always set up before cows arrive	
Arriving on time to get the cows in	Cows always arrive on time to dairy, having walked at their own pace	
Carrying out milking and teat spraying	Milking is completed to standards required, including all cows are milked appropriately, marked cows dealt with as per farm manager instructions or Farm Systems Manual requirements. All cows are teat-sprayed properly before they leave the dairy	
Hosing down yards and bail area on the completion of milking	The dairy, including bails and yard are cleaned as instructed	
Cleaning and maintaining the farm dairy, plant and equipment, to the standard outlined by the farm manager or the Farm System Manual	Dairy plant and equipment is cleaned and maintained according to instructions	



Responsibility area/tasks	Performance measure (what does good look like?)	Additional comments
Shutting away the cows	Cows are always shut away after milking and checked to ensure they have water	
<b>Milk production – milk quality.</b> Assist farm to achieve continuous grade-free seasons, by:		
Helping to ensure only milk of the finest quality is presented for collection	Dairy procedures are always followed so only milk of the finest quality is presented for collection	
Contributing to dairy hygiene and achievement of milk quality	Any incident that may mean milk could be contaminated is reported to farm manager immediately	
Assisting with maintaining hygiene and cleanliness standards in and around the dairy	All dairy hygiene requirements and standards are met	
Assisting with dairy company documentation as required	Assisting in keeping dairy company documentation up-to-date	
<b>Stock management – animal health and welfare.</b> Assisting with the management of the animals on farm as directed by farm manager or according to the requirements outlined in the Farm Systems Manual, including:		
Identifying and assisting with treatment of mastitis in cows	Unwell animals are identified and treated quickly following farm protocols	
Identifying and assisting with treatment of lameness in cows	All unwell animals are reported to farm manager	
Identifying other animal health problems and reporting these immediately to the farm manager	Stay alert for signs of unwell animals at all times, including when passing animals in the paddock, getting cows in for milking, etc.	
Reporting any incidences of bloat or suspected bloat immediately to farm manager	All stock are handled in a quiet and calm way	
Moving and handling animals in an acceptable way at all times		

Responsibility area/tasks	Performance measure (what does good look like?)	Additional comments
<b>Stock management – seasonal management requirements.</b> Assist with all seasonal requirements as directed by farm manager or outlined in the Farm Systems Manual:		
Assisting with all calving requirements		
Assisting with all mating requirements		
Assisting with all wintering requirements		
Reporting any instances that require further action		
<b>Stock management – other stock management requirements.</b> Assist with all stock management as directed by farm manager or outlined in the Farm Systems Manual, including:		
Assisting with calf rearing as required	Healthy calves are reared that meet target weights	
Assisting with management of young stock as required	Young stock are well grown animals to be proud of	
Assisting with the management of dry stock, including bulls as required	Dry stock are well looked after and are fit for purpose, e.g. bulls are a good weight prior to mating	
Reporting any instances that require further action		

Responsibility area/tasks	Performance measure (what does good look like?)	Additional comments
<b>Stock management – recording.</b> Responsible for maintaining accurate information in the Yellow Notebook and ensuring it is up to date at all times.		
Where required, keeping records of all mastitis treatments given and ensuring animals are marked according to the Farm Systems Manual	Yellow Notebook is always readable and contains up-to-date, accurate information	
Recording other treatments as required	All animal treatments are recorded at the time as required. All treated animals are clearly marked as per the farm policy	
Observing and recording cows in season		
Observing and recording cows calved		
Recording any other associated information as per Farm Systems Manual or as instructed by farm manager	Recording information as per Farm Systems Manual or as instructed by farm manager	
<b>Environmental management.</b> Assist with all environmental compliance as directed by farm manager or outlined in the Farm Systems Manual, including:		
Knowing the effluent and nutrient management systems for the farm	Knows the farm effluent system and can identify any common problems with the system	
Ensuring effluent is managed as per the instructions, including all recording requirements	Observant of the effluent system and report to farm manager if anything is not operating as it should	
Ensuring all environmental restrictions are adhered to	Any issues or potential issues are quickly identified and communicated to the farm manager	

Responsibility area/tasks	Performance measure (what does good look like?)	Additional comments
Knowing the Regional Council compliance requirements	Actions or inactions are such that you do not cause breaches of the farm environmental requirements	
<b>Team responsibilities.</b> Contribute to an effective team working environment, including:		
Effectively communicate with farm manager and other employees as required	Contribute to the team, letting others know information that may be useful or important	
Act as effective team member, including communicating effectively with entire team	Help out others in the team if needed	
Support relief staff in their duties in the absence of the farm manager	Help to create a fun, supportive environment to work in	
Committed to learning new skills and attending appropriate training as agreed with farm manager	Have a good attitude to learning new things and using this knowledge	
<b>Health and safety.</b> Comply with all health and safety requirements as directed by farm manager or outlined in the Health and Safety Manual, including:		
Complying with the requirements of the Health and Safety in Employment legislation	Understand and meet obligations as required by the Health and Safety in Employment legislation	
Complying with farm health and safety policies and procedures, including the wearing of all personal protective equipment	All farm health and safety policies are complied with, including wearing of helmets and other personal protective equipment	
Notifying farm manager of new hazards when identified	All new hazards are identified quickly and the farm manager is notified as soon as possible. If possible isolate new hazards until the farm manager can eliminate or minimise it.	
Notifying the farm manager of any accident or near miss accident, (injury or non-injury) and completing an Accident Report	All accidents or near miss accidents are reported to the farm manager and the appropriate paper work is completed	

Responsibility area/tasks	Performance measure (what does good look like?)	Additional comments
<p><b>Maintain a tidy workplace.</b> Look after the farm equipment and environment as directed by the farm manager or outlined in the Farm Systems Manual, including:</p> <p>Putting tools and equipment away where they belong as soon as practical after finishing with them</p> <p>Disposing of rubbish appropriately</p> <p>Storing machinery away in the correct place</p> <p>Maintaining the grounds around the dairy and tanker track</p> <p>Ensuring accommodation, garden and section areas are maintained in a tidy, well presented state</p> <p>Completing general farm maintenance and farm development work as directed, notifying farm manager of breakages/breakdowns immediately</p> <p>Maintaining quad bike/farm bike and/or any other vehicle or tools provided according to schedule, notifying farm manager of breakages/breakdowns</p> <p>Complete all other tasks as may be reasonably and lawfully requested by farm manager, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Working on other grazing farms</li> <li>• Managing winter grazing</li> </ul>	<p>All tools and equipment are where they belong unless they are being used</p> <p>There is no rubbish lying around anywhere on farm (including at the accommodation)</p> <p>Machinery is kept in its correct place</p> <p>The grounds around the dairy and tanker track are kept tidy and presentable at all times</p> <p>Accommodation and surrounds are tidy</p> <p>Farm maintenance is completed as required</p> <p>All breakages are reported immediately</p> <p>Farm vehicles are well maintained according to the schedule</p> <p>Other tasks are completed in a timely way to the standards required</p>	<p></p>





## Person Specification – Farm Assistant

This person specification outlines the generic knowledge, skills and abilities required to do the job. You will need to identify the values and attitudes that are important to you.

Characteristic	Essential	Preferred
<b>Physical</b>	Physically fit Good health	Able to lift heavy objects
<b>Experience</b>	One year milking experience Identifying mastitis	Calf rearing Calving cows Tractor driving Knowledge of milk quality management Knowledge of safe machinery operation Stock handling skills
<b>Attitude</b>	On time Positive Honest Strong work ethic Gives things a go	Shows initiative
<b>Qualifications</b>	Full and current driver's license	National Certificate in Agriculture
<b>Fit with team</b>	Able to work in a team Tidy around the house High level of personal hygiene Communicates easily Listens	Has previously worked with a team
<b>Others</b>		

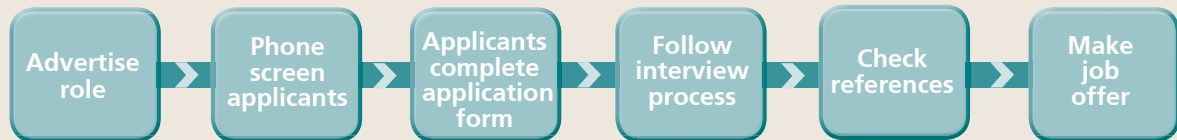




# Recruitment

Recruitment is the first step to ensuring you have the right person in the right job doing a good job. A well thought out recruitment process will help you to attract and select the best person for your team. The steps outlined in this guide are at an introductory level. It is recommended that you use the *DairyNZ HR Toolkit* for a more comprehensive guide to recruiting and selecting a good candidate.

## Steps to take



## Application form

All applicants you choose to interview should complete an application form. This ensures you collect all relevant information. The application form must be signed by the applicant.

## Interview process

Use the interview process forms to guide you.

### Before the interview:

- Phone-screen applicants to identify who you will interview
- Short list applicants
- Decide who will be part of the interview with you (and ask them)
- Decide how long the interview will go for
- Set aside a day to carry out all the interviews to enable you to get a fair comparison
- Choose a place and make sure it is appropriate for the interview process
- Prepare questions and activities to carry out at the interview
- Prepare answers to likely questions the applicant may ask you (e.g. employment conditions, work expectations, salary, training opportunities, accommodation etc.)
- Make a list of 'must haves' and 'nice to haves'
- Contact the short-listed applicants to organise the interview
- Provide a job description for the role
- Inform applicants of any additional material you may like them to bring (production records, evidence of qualifications or skills etc.)
- Contact those applicants you don't want to interview to tell them they were unsuccessful

### Have available at the interview:

- Job description and employment agreement, including details such as: hours of work, salary offered, accommodation available
- Interview template



**During the interview:**

- Introduce yourself and others present
- Make applicant or candidate feel comfortable
- Give an outline of the interview process
- Let applicant or candidate know you will be taking notes
- Go through prepared interview questions (see interview template)
- Carry out interview activities
- Let the candidate know what the process from here is and when they can expect to hear from you

**After the interview/making a decision:**

- Read through the notes you made on each applicant
- Use the information/criteria you prepared and recorded at the interview to go back over the person's suitability
- Carry out reference checks
- Make a decision
- Use the interview templates to compare candidates
- Call the successful candidate and offer them the job
- Formally send a letter and employment agreement to the successful person
- Contact those who were not successful

Refer to section 2 of the *DairyNZ HR Toolkit* for more detailed information and resources on recruitment and selection or use the online resource [peoplesmart.co.nz](http://peoplesmart.co.nz).



# Application Form

*Note: This application form template can be removed from this book, copied and sent to potential employees for completion or alternatively applicants can fill this out when arriving for their first interview.*

*Use this template for each applicant. Additional copies can be found on [peoplesmart.co.nz](http://peoplesmart.co.nz)*

This information is collected for the purpose of assessing your suitability for employment. Applicants must complete this form personally, answer all questions, and sign the declaration. All applicants have the right to access personal information and to request any correction necessary to ensure its accuracy. The Employment Application Form and your CV will be retained for 12 months then may be destroyed unless you request your CV to be returned to you.

<b>Role applied for:</b>	
Name	
Address	
Phone number	
Mobile number	
Email address	

## Personal information

Do you have any criminal convictions or court action pending?	yes / no
If yes, please detail... we may check this against: <b><a href="http://www.police.govt.nz/service/vetting/">www.police.govt.nz/service/vetting/</a></b>	
Do you have permanent residency in New Zealand?	yes / no
If not, are you legally entitled to work in New Zealand?	yes / no
Do you give us permission to carry out a police check?	yes / no
Applicant's signature	
Do you have a valid driver licence?	yes / no    class:

## References

Prospective employer's name	
-----------------------------	--

Please provide the names and contact details of three work related referees.

*In providing references I consent to the above named employer seeking verbal or written information on a confidential basis about me from my referees. I authorise the information sought to be released by them to the above named employer for the purposes of assessing my suitability for this role. I understand that the information to be received by the above named employer is supplied in confidence as evaluative material and will not be disclosed to me.*

## Referees

Name	
Phone number	
Nature of relationship	

Name	
Phone number	
Nature of relationship	

Name	
Phone number	
Nature of relationship	

## Employment history

Please provide the following information about the last three positions you have worked in.

Employer name	
Role	
Key responsibilities	
Dates employed	from _____ to _____
Reason you left the job	

Employer name	
Role	
Key responsibilities	
Dates employed	from _____ to _____
Reason you left the job	

Employer name	
Role	
Key responsibilities	
Dates employed	from _____ to _____
Reason you left the job	

### Education

What is your highest formal qualification? (e.g. NCEA level, AgITO, Diploma, Degree)	
Please list any other relevant qualifications you have	

### Health

Have you had an injury or do you have a medical condition caused by gradual process, disease or infection (for example hearing loss, sensitivity to chemicals, occupational overuse or repetitive strain injuries, stress or depression), which the tasks of this job may aggravate or contribute to?	yes / no If yes, please detail:
---	------------------------------------

Do you have any health or physical condition which may affect your ability to effectively carry out the functions and responsibilities of the position you have applied for?	yes / no If yes, please detail:
--	------------------------------------

I agree to attend a medical practitioner if requested by the above named employer	yes / no
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I agree to undergo a drugs test if requested by the above named employer	yes / no
--	----------

## Declaration

I .....declare that the answers to the questions in this application are true and correct. I understand that if any of the information is proved to be false or misleading or any relevant information is left out on this form or any other supporting documents, e.g. CV, then this may lead to my application being rejected or if appointed to a role, then I may be instantly dismissed.

Applicant's signature		Date	
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To be completed by employer:

Interview	yes / no
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# Interview – Farm Assistant

Note: if you require more copies to complete your interviews then remove and copy. Alternatively, additional copies can be downloaded and printed from [peoplesmart.co.nz](http://peoplesmart.co.nz)

## Applicant information

Name		
Home phone		
Mobile		
	Address	
		Date

Add any other knowledge, skills or abilities you require from this person that are specific to the role, also list any values and attitudes that are important to you. You don't need to ask all these questions or complete all the activities. Highlight the ones you want to use in each section or add others that are relevant to your situation.

Characteristic	Essential = in bold <i>Preferred = in italics</i>	Questions you could ask	Activities you could get them to do	Questions for referee	Notes	Rate the applicant
Physical	<b>Physically fit</b> <b>Good health</b> <i>Able to lift heavy objects</i>	Do you have any previous injuries that may prevent you from doing all the duties required in a farm job?  What is the heaviest thing you have had to lift and how did you find it?	Lift a bag of calf meal Walk around part of the farm with you	Did they have many sick days? Were they physically capable of doing the jobs required?		1                      3                      5 Poor                  Average          Good

Characteristic	Essential = in bold <i>Preferred = in italics</i>	Questions you could ask	Activities you could get them to do	Questions for referee	Notes	Rate the applicant
<b>Experience</b>	<b>One year milking experience</b> <b>Identifying mastitis</b> <b>Handling chemicals</b> <i>Calf rearing</i> <i>Calving cows</i> <i>Tractor driving</i> <i>Moving irrigation equipment</i> <i>Carrying out effluent requirements</i> <i>Knowledge of milk quality management</i> <i>Knowledge of safe machinery operation</i> <i>Stock handling skills</i>	Tell me about the experience you have had on farms Can you identify cows with mastitis? What do you look for? Tell us about the things that can affect milk quality on farm What experience have you had operating machinery? What things are important when you are moving/handling stock?	Explain the safety precautions you would take if you were handling chemicals on farm Show me what you would check on the tractor before operating it Hook the trailer onto the quad bike and back it up to an obstacle Make an electric fence live	Can you confirm how long this person has been/did work for you? What things did they do as part of their job? What things were they responsible for? What things did they do well? What things didn't they like or weren't they good at?		1 _____ 5 Poor Average Good
<b>Attitude</b>	<b>On time</b> <b>Positive</b> <b>Honest</b> <b>Strong work ethic</b> <b>Gives things a go</b> <i>Shows initiative</i>	What things are important to you about where you work? Describe a good day at your current job Describe a bad day	Assess their attitude as they answer the questions (are they defensive, evasive, etc.)	Were they on time? Did they have a positive attitude? Give examples Were they honest? Did they have a strong work ethic? Give examples Did they give things a go?		1 _____ 5 Poor Average Good

Characteristic	Essential = in bold <i>Preferred = in italics</i>	Questions you could ask	Activities you could get them to do	Questions for referee	Notes	Rate the applicant
<b>Qualifications</b>	<b>Full and current driver licence</b> <i>National Certificate in Agriculture</i>	Do you have a current driver licence? (View it) Do you have any relevant qualifications? (View them)	Read out a list of cow numbers and whether they have calved a heifer or a bull and get the applicant to write the list down as you call it out. Then get them to read it back to you. This allows you to check for literacy, numeracy, dyslexia, reading and attention to detail			1                      3                      5 Poor                      Average                      Good
<b>Fit with team</b>	<b>Able to work in a team</b> <b>Tidy around the house</b> <b>High level of personal hygiene</b> <b>Communicates easily</b> <b>Listens</b> <i>Has previously worked with a team</i>	What do you think are keys to good teamwork? What sort of people do you like to work with? Have you shared accommodation with others before and what irritated you about them? What is the best team that you have been part of and why?	Assess their presentation, cleanliness of their vehicle (inside and out)  (Assess how well they answer questions and express themselves, do they listen?)	How well did they operate as part of the team?  What did their house/accommodation look like most of the time?  What sort of things did they have to do to keep the shed clean?  Describe how they communicated with you		1                      3                      5 Poor                      Average                      Good

Characteristic	Essential = in bold <i>Preferred = in italics</i>	Questions you could ask	Activities you could get them to do	Questions for referee	Notes	Rate the applicant
Others						





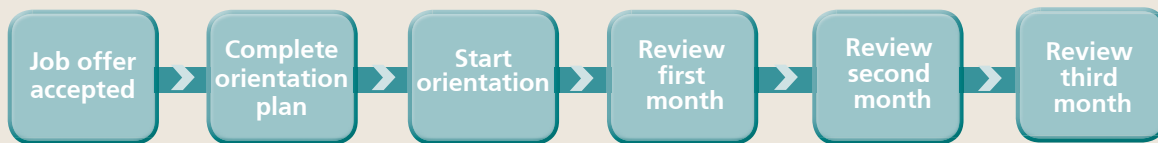


# Orientation

It is important that new staff are properly introduced to the farm business, other staff and their role on the farm. This is the opportunity to make sure expectations are clear and to start the employment relationship off on the right foot.

In reality, the orientation period covers the first three months of a new employee's employment and if applicable (included in your Individual Employment Agreements) it will also include the 90 day trial period. If you are using the 90 day trial period make sure you fully understand both your rights and your employee's rights before the employment period starts.

## Steps to take



There are two main parts to orientation:

1. Initial introduction (first two weeks).
2. Initial training period (getting a new person to be useful as quickly as possible).

## Initial introduction

Use the Orientation Checklist to make sure you cover all of the important information a new employee needs. Cover this during the new employee's first two weeks. Complete and sign the Orientation and Health and Safety Acknowledgements.

## Initial training/trial period

For the first three months of a new employee's employment you should meet monthly to set training/trial requirements, review and give formal feedback on progress for the month. This process will help to identify training needs for the new employee and ensure they have the opportunity to learn any new skills they might need. The purpose of this is to get the employee up to speed and operating as a valuable member of the team as soon as possible. This is also an important step in building a quality employment relationship. Start by completing the skill checklist with your new employee; use this to highlight the areas you will focus on with them over the first three months.

It is important that employees continue to develop their skills and experience. This will lead to improved work performance and increased job satisfaction and motivation for employees; this will be an ongoing process.

# Staff File Checklist

Information required	Filed ( ✓ / ✗ )	Date
Personal information sheet		
Employment agreement <ul style="list-style-type: none"> <li>• Details of a trial or probation period</li> <li>• Signed by both parties</li> </ul>		
Job description <ul style="list-style-type: none"> <li>• Signed by both parties</li> </ul>		
CV		
Application form		
Reference information		
Health and Safety acknowledgement		
Accident Compensation documentation (if applicable)		
Accommodation agreement <ul style="list-style-type: none"> <li>• Signed by both parties</li> </ul>		
Wage and time records		
Holiday and leave records		
Record of completed training to-date		



## Staff Personal Information

Name		Phone number	
Date of birth		Cell phone number	
Address			
Email			
Emergency contact name		Emergency contact phone number	
Emergency contact address			
Driver licence number		Driver licence Class/Endorsements	
IRD number			
Tax code		IR 330 complete yes/no	
Bank account number			
Deductions			
Date of annual holidays anniversary		Date of sick leave anniversary	
Allergies/conditions			
Other relevant information			

Role held	Start Date	Finish Date	Salary	Employment agreement signed and filed (✓ / ✗)





# Orientation Checklist

Name	
Date	

## Before the employee starts

Task/activity	Complete
Employment agreement and job description signed and filed Copy of each to employee	
Introduction to the area/community (include local contacts such as doctors, schools, community groups etc)	
Introduction to the farm business	
Prepare accommodation and other resources (PPE, tools, vehicles etc)	
Prepare employee file	
Gather appropriate documentation for completion on first day	

## First day

Task/activity	Complete
Complete personal details form	
Complete appropriate documentation: <ul style="list-style-type: none"> <li>• Tax IR330</li> <li>• Health and Safety Manual acknowledgement</li> <li>• Inspect accommodation, complete Property Inspection Checklist</li> <li>•</li> <li>•</li> </ul>	



Task/activity	Complete
<p><b>First introductions</b></p> <ul style="list-style-type: none"> <li>• Who works on the farm?</li> <li>• Who is responsible for what?</li> <li>• Where they fit into the team</li> <li>• Who they report to</li> <li>• Lines of reporting</li> <li>• Responsibility areas</li> <li>•</li> <li>•</li> </ul>	
<p><b>Farm layout</b></p> <ul style="list-style-type: none"> <li>• Hazards</li> <li>• Important features</li> <li>• Farm map</li> <li>• Location of tools, important items, etc</li> <li>•</li> <li>•</li> </ul>	
<p><b>Emergency contacts: who, when and how to contact them</b></p> <ul style="list-style-type: none"> <li>• Who they report to</li> <li>• Other staff</li> <li>• Neighbours</li> <li>• Suppliers, vet, farm consultant</li> <li>•</li> <li>•</li> </ul>	

Task/activity	Complete
<p><b>Employment terms and conditions</b></p> <ul style="list-style-type: none"> <li>• Hours of work</li> <li>• Timekeeping – recording policy/procedure</li> <li>• Pay system – when, how much, frequency, method</li> <li>• Breaks – breakfast and lunch times etc.</li> <li>• Rosters – where kept, how to request changes, frequency of updating</li> <li>•</li> <li>•</li> </ul>	
<p><b>Health and safety</b></p> <ul style="list-style-type: none"> <li>• Tour of farm identifying hazards</li> <li>• Introduction to health and safety policies (ATV, use of protective equipment, reporting procedures etc.)</li> <li>• Accident reporting procedure</li> <li>• Emergency procedures</li> <li>• Location of first aid kits</li> <li>• Fire safety equipment</li> <li>• Issue personal protective equipment (PPE)</li> <li>• Complete the Health and Safety acknowledgment</li> <li>•</li> <li>•</li> </ul>	
<p><b>Issue and discuss key parts of Farm Policy Manual including</b></p> <ul style="list-style-type: none"> <li>• Conduct</li> <li>• Leave policy and procedures (including how to apply)</li> <li>• Communication (team meetings etc.)</li> <li>• Smoking</li> <li>• Alcohol and drugs</li> <li>• Dress standards</li> <li>•</li> <li>•</li> </ul>	

Within first two (2) weeks discuss the following

Task/activity	Complete
<p><b>Position expectations</b></p> <ul style="list-style-type: none"> <li>• Job description</li> <li>• Expected standards</li> <li>• Check understanding of employment and job description terms</li> <li>•</li> <li>•</li> </ul>	
<p><b>The business</b></p> <ul style="list-style-type: none"> <li>• Goals/targets – production and business</li> <li>• Values and culture</li> <li>• Other key people involved, e.g. shareholders, consultants</li> <li>•</li> <li>•</li> </ul>	
<p><b>Health and safety</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Manual containing rules and policies</li> </ul>	
<p><b>Rules and procedures</b></p> <ul style="list-style-type: none"> <li>• Discipline</li> <li>• Expected behaviour and conduct</li> <li>• Grievances and complaints</li> <li>•</li> <li>•</li> </ul>	
<p><b>Performance</b></p> <ul style="list-style-type: none"> <li>• Performance planning and review</li> <li>• Talk about probation/trial period specifications (if applicable)</li> <li>•</li> <li>•</li> </ul>	
<p><b>Training and development</b></p> <ul style="list-style-type: none"> <li>• On-job skills/knowledge</li> <li>• Off-job courses</li> <li>• Career development</li> <li>•</li> </ul>	

## Property Inspection

This report should be used to record the condition of the accommodation at the beginning and end of the period of tenancy. The landlord and the tenant should fill out this form together and agree on any action required.

<b>Property</b>	
<b>Landlord(s)</b>	
<b>Tenant(s)</b>	
<b>Date of inspection</b>	

State rating (S = satisfactory, N = needs attention – detail action required)

### Entrance / hall

	State at start	Action required	State at end
Walls/ceiling/woodwork			
Floor/coverings			
Curtains/blinds			
Light fittings/power points			
Windows/doors/screens			
Comments/other			

## Lounge

	State at start	Action required	State at end
Walls/ceiling/woodwork			
Floor/coverings			
Curtains/blinds			
Light fittings/power points			
Windows/doors/screens			
Comments/other			

## Dining room

	State at start	Action required	State at end
Walls/ceiling/woodwork			
Floor/coverings			
Curtains/blinds			
Light fittings/power points			
Windows/doors/screens			
Comments/other			

## Kitchen

	State at start	Action required	State at end
Walls/ceiling/woodwork			
Floor/coverings			
Curtains/blinds			
Light fittings/power points			
Windows/doors/screens			
Cupboards/drawers			
Bench tops/tiling			
Sink/disposal unit			
Taps			
Stove			
Exhaust fan			
Comments/other			

## Bedroom 1

	State at start	Action required	State at end
Walls/ceiling/woodwork			
Floor/coverings			
Curtains/blinds			
Light fittings/power points			
Windows/doors/screens			
Comments/other			



## Bedroom 2

	State at start	Action required	State at end
Walls/ceiling/woodwork			
Floor/coverings			
Curtains/blinds			
Light fittings/power points			
Windows/doors/screens			
Comments/other			

## Bedroom 3

	State at start	Action required	State at end
Walls/ceiling/woodwork			
Floor/coverings			
Curtains/blinds			
Light fittings/power points			
Windows/doors/screens			
Comments/other			

## Bathroom

	State at start	Action required	State at end
Walls/ceiling/woodwork			
Floor/coverings			
Curtains/blinds			
Light fittings/power points			
Windows/doors/screens			
Bath			
Shower			
Shower screen			
Wash basin			
Tiling			
Mirror/cabinet			
Towel rail			
Toilet			
Comments/other			

## Laundry

	State at start	Action required	State at end
Walls/ceiling/woodwork			
Floor/coverings			
Curtains/blinds			
Light fittings/power points			
Windows/doors/screens			
Wash tubs			
Comments/other			

## Exterior

	State at start	Action required	State at end
Exterior walls/window frames			
Lawns/gardens			
Roof/gutters			
Garage/carport/driveway			
Clothes line			
Fences/gates			
Mailbox			
Balcony/veranda/porch			
Outside lights			
Doorbell/security system			
Comments/other			

**Other comments**

## Impact on tenant as a result of failing to take required action at the end of the tenancy

Failure to take the required action/s detailed in the report above will result in deductions to the tenant's bond to make good the repairs/cleaning required.

The cost of remedial action will be determined by obtaining two quotes to complete the work and selecting the lowest amount.

The amount to be deducted is estimated at: \$ \_\_\_\_\_

*(subject to receiving quotes)*

NOTE: Given there is a need for action to be taken quickly, before the next staff member commences work, the availability of contractors may be limited and cost may be greater than expected.

## Acknowledgement

This report is a fair reflection of the state of the property and the action required to remedy the situation. (Do not sign unless you agree with all the details in the report.)

Landlord	
Signed	
Date	

Tenant	
Signed	
Date	

# Orientation Acknowledgement

Employee to complete after the first month of employment

Manager's name	
Employee's name	
Position held	

The following documentation has been sighted, completed and signed

Documentation	Tick if completed
Personnel file information	
IR330 tax form	
Individual employment agreement	
Job description	
Health and safety manual and acknowledgement	
Orientation training plan – first month	

I have copies of the following

Documentation	Tick if completed
Individual employment agreement	
Job description	
Roster	
Health and safety manual (to read)	
Orientation training plan – first month	



In the next sections please tick the first column if you know and understand or the second column if you would like further information.

Do you know?	I know and understand	I need more information
When you should report to work?		
Where you should leave personal property?		
When you can take breaks?		
Code of conduct?		
Your rate of pay?		
How and when you are paid?		
Your days and hours of work?		
How to report the following: - Absence from work? - An accident? - A change in personal circumstances?		
The names of the people in the team?		

Do you understand?	I know and understand	I need more information
Attendance rules?		
Safety policy and regulations?		
General workplace hazard?		
Smoking rules?		
Alcohol and drug rules?		
Farm policies/procedures?		
Other		

Do you know?	I know and understand	I need more information
How your job fits into the whole scheme of things?		
Who you report to?		
How to do the tasks required?		
What possible safety hazards there are?		
What protective actions are required?		
Are you confident that you can carry out the job?		

Please list any questions you have regarding the farm or your position

Items followed up and actions taken

In signing this document I acknowledge that I have read and understood the farm Health and Safety Manual. I have read and understood the Farm Policies and Procedures Manual and I understand my job responsibilities. I agree to abide by these.

<b>Employee's signature</b>	
<b>Date</b>	
<b>Manager's signature</b>	



# Health and Safety Acknowledgement

Health and safety area	Date completed	Employer initial done	Employee initial done
<p><b>General health and safety</b></p> <p><b>I have been shown how to do my job safely including:</b></p> <p>The use of guards and other safety equipment</p> <p>The safety signs and what they mean</p> <p>How to safely use/store and maintain safety equipment</p> <p>How to safely use/store and maintain equipment, machinery, tools and hazardous substances</p>			
<p><b>I know:</b></p> <p>My responsibilities as an employee</p> <p>Who to report to with health and safety issues</p> <p>Where health and safety information is kept</p>			
<p><b>Hazards</b></p> <p><b>I know:</b></p> <p>What the workplace hazards are</p> <p>What the controls are for these hazards</p> <p>How to report hazards</p> <p>Where the records of hazards are kept</p> <p>Safe work procedures</p>			
<p><b>Emergencies</b></p> <p><b>I am familiar with:</b></p> <p>Where the fire extinguishers are</p> <p>The emergency procedures</p> <p>Where the first aid kit is</p> <p>Who the first aider is</p>			

<b>Incidents and injuries</b> <b>I know how to report:</b> Injuries Near hits/near misses Early signs of discomfort Where incident/injury forms are kept Who to give forms to			
We have completed all areas of this checklist and understand our responsibilities.			

Employee		Date	
Employer/Manager		Date	

# Skill Checklist – Farm Assistant

Employee	
Employer/Manager	
Date	

1	2	3	4	5
Limited or no knowledge or skill, 100% supervision	Some skill, can assist with task, 80% supervision	Needs supervision 40-60% of time	Needs supervision 20-40% of time	Very competent, can train others

	Ranking	1	2	3	4	5	Notes
<b>General farm skills</b>							
<b>Vehicles – tractor</b>							
Can carry out basic maintenance							
Good driving practices							
Can safely use power take off							
Can cope with slopes and other hazards							
Can safely use hydraulics/loader							
Can safely feed out							
<b>Vehicles – quad bike/motorbike</b>							
Can carry out basic maintenance							
Practises safe cornering techniques							
Can cope with slopes and other hazards							
Can use attachments, loads and towing							
Wears safety helmet							
<b>Vehicles – other (specify)</b>							



Ranking	1	2	3	4	5	Notes
<b>General farm</b>						
Can change ball-cock in water trough						
Able to replace tape gate handles						
Can locate and fix fence shorts						
Understands fence power						
Can set up portable water trough						
Able to replace post if broken						
Able to join wire together if broken						
Can repair water leaks						
Can identify pump problems						
Ranking	1	2	3	4	5	Notes
<b>Safety</b>						
Uses personal protective equipment						
Understands agrichemicals (storage, handling, mixing)						
Knows disease prevention (e.g. Leptospirosis)						
Carries out sun protection						
Understands health and safety responsibilities						
Other health and safety (specify)						

	Ranking	1	2	3	4	5	Notes
<b>Milk production</b>							
<b>Feed</b>							
Puts up break fences correctly							
Makes break fences live							
Works out where the break fence should be							
Carries out weed control							
Carries out fertiliser application							
Understands irrigator – system operation							
Understands irrigator – maintenance							

Ranking	1	2	3	4	5	Notes
<b>Milk harvesting</b>						
Sets up dairy prior to milking						
Milks cows						
Uses backing gate well						
Can use specialist equipment e.g. drafting system						
Teat sprays well						
Marks cows well						
Cleans yard and dairy well						
Cleans plant and other dairy equipment well						
Can maintain dairy plant and equipment						
Understands milking plant						
Ranking	1	2	3	4	5	Notes
<b>Milk quality</b>						
Manages 'dirty cows'						
Implements dairy hygiene requirements						
Maintains dairy company policy manual						

Ranking	1	2	3	4	5	Notes
<b>Stock management</b>						
<b>Animal health and welfare</b>						
Identifies mastitis						
Assists with treatment of mastitis						
Identifies lame cows						
Assists with treatment of lame cows						
Identifies unwell animals						
Identifies bloat						
Carries out timely treatment of unwell animals						
Appropriately handles/moves animals						
Identifies specific issues related to housed cows						
Identifies specific issues related to brassica fed cows						
Keeps records						

Ranking	1	2	3	4	5	Notes
<b>Seasonal management requirements</b>						
Identifies calving cows						
Assists calving cows in difficulty						
Matches newly calved cows and calves						
Identifies cycling cows						
Rears calves						
Drenches and manages young stock						
Cares for dry stock, including bulls						
Ranking	1	2	3	4	5	Notes
<b>Recording</b>						
Keeps accurate information in Yellow Notebook						
Keeps records of all animal treatments						
Ranking	1	2	3	4	5	Notes
<b>Environmental management</b>						
Operates effluent system						
Keeps effluent records						
Understands regional council compliance requirements						







# The First 90 Days Training Plan

The purpose of this training plan is to assist both the employer and employee to set progress goals and monitor these in the first 90 days of the employment relationship. Meet once a month and complete each section. List the five main areas the employee needs to develop over each month; both the employee and employer should keep a copy.

*Within the first two weeks of employment, complete the table below together. Use the skills checklist to identify areas of focus.*

Areas for focus (from skill checklist)	Current level (use words to describe)	Achievement level required (use words to describe)	Training (what, who and when)	At review, the actual level achieved (use words to describe)

At the end of the first month, review the areas for focus above and complete the review column in the table. Fill in the boxes below, and turn over the page to identify and set the focus areas for the next month.

Date for first review

Notes on performance and attitude over the first month

Issues identified

Follow up action required – what, who, when

## The second month

Identify the areas of focus for the second month. Continue to focus on developing knowledge and skills.

Areas for focus (from skill checklist)	Current level (use words to describe)	Achievement level required (use words to describe)	Training (what, who and when)	At review, the actual level achieved (use words to describe)

At the end of the second month, review the areas of focus above and complete the review column in the table. Fill in the boxes below and identify and set the focus areas for the next month on the facing page.

Date for second review

Notes on performance and attitude over the second month

Issues identified

Follow up action required – what, who, when

Note: If there are ongoing areas of concern with the employee's performance or behaviour it may be necessary to begin disciplinary action or consider your options under the 90 day trial period (if relevant). For assistance or advice on this refer to the Department of Labour or find more information at [peoplesmart.co.nz](http://peoplesmart.co.nz).

## The third month

Identify the areas of focus for the third month. Continue to focus on developing knowledge and skills.

Areas for focus (from skill checklist)	Current level (use words to describe)	Achievement level required (use words to describe)	Training (what, who and when)	At review, the actual level achieved (use words to describe)

At the end of the third month, review the areas of focus above and complete the review column in the table. Fill in the boxes below. This process can be continued if desired, perhaps on a quarterly basis or use the AgITO Training Plan to drive the learning and development of your people. Visit [agito.ac.nz](http://agito.ac.nz).

Date for third review

Notes on performance and attitude over the third month

Issues identified

Follow up action required – what, who, when

Note: If there are ongoing areas of concern with the employee's performance or behaviour it may be necessary to begin disciplinary action or consider your options under the 90 day trial period (if relevant). For assistance or advice on this refer to the Department of Labour or find more information at [peoplesmart.co.nz](http://peoplesmart.co.nz).

*peoplesmart.co.nz*  
*dairynz.co.nz*