

Interview – Farm Manager



Applicant information

Name	
Mobile	
E-mail	

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	Questions you could ask	Activities you could get them to do	Notes	Rate the applicant
Physical: <i>Physically fit</i> <i>Good health</i> <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		<div style="text-align: center;"> 1 3 5 <hr style="width: 100%;"/> Poor Average Good </div>

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Experience: <i>Five years plus dairy experience</i> <i>Feed budgeting</i> <i>Allocation of feed to stock</i> <i>Minimise and manage animal health issues</i> <i>Manage milk quality</i> <i>Manage calving and mating</i> <i>Managed, supervised and trained staff</i> <i>Dealt with people performance issues</i> <i>Worked within budget parameters, contributed to budget process</i> <i>Manage within farm consent requirements</i> <i>Calf rearing</i> <i>Moving irrigation equipment</i>	<p>Tell me about your previous experience</p> <p>What have you been responsible for?</p> <p>Explain how you have trained staff in the prevention and treatment of lameness</p> <p>What are the other common animal health problems that can occur?</p> <p>What has been the most difficult farm management issue you have had to manage? What did you do? Would you do things differently next time? How?</p> <p>What are 5 important factors to consider at calving time?</p> <p>Tell us about the things that can affect milk quality on farm. How have you controlled milk quality when you have had staff?</p> <p>What do you do if someone is being too rough with cows?</p> <p>How have you managed the effluent requirements in your previous roles?</p> <p>What are the main components of top level pasture management? How have you achieved this?</p> <p>Explain your management style. Why would someone want to work for you?</p> <p>What would be your priorities in your first 2 months on farm?</p>	<p>Treat a cow with mastitis or lameness</p> <p>Look at pre and post grazing residuals and get interviewee to put an estimate on these (or are they high, low, about right)</p> <p>Have them use the plate meter to assess a paddock</p> <p>Calculate how much area to give the cows based on the paddock cover and area and the number of cows</p> <p>Show them the effluent system and ask them what they would monitor and how they would manage the system</p> <p>Introduce them to the other staff, how do they interact with them?</p> <p>Look at the cows, what Body Condition Score would they give the herd? How would they manage the herd over the next 2 to 3 months?</p>		<p>1 3 5</p> <p>Poor Average Good</p>

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Attitude: <i>Forward thinking</i> <i>Focused on improvement</i> <i>Target focused</i> <i>Uses initiative</i> <i>Problem solver</i> <i>High level of judgement</i> <i>Informed</i>	What things are important to you about where you work? Describe a good day at your current job Describe a bad day What are some of the big decisions you have made? What are your production targets in your current role? Are these the only targets you have? Have you met these? How do you stay up to date with what is happening in the industry?	Assess their attitude as they answer the questions (are they defensive, evasive, etc.)		<div style="text-align: center;"> 1 3 5 <hr style="width: 100%;"/> Poor Average Good </div>
Qualifications: <i>Full and current driver licence</i> <i>National Certificate level 4 or equivalent level of training</i> <i>National Certificate in Production Management L5 or equivalent</i> <i>Milk quality training</i> <i>Other</i>	Do you have a current driver licence? (View it) Do you have any relevant qualifications? (View them) What training have you had both off and on farm with your previous employers? Give examples of how you have used your training What are the areas that you would like training in or what course would you like to attend?			<div style="text-align: center;"> 1 3 5 <hr style="width: 100%;"/> Poor Average Good </div>

Characteristic	Questions you could ask	Activities you could get them to do	Notes	Rate the applicant
<p>Fit with team:</p> <p><i>Able to communicate well with others</i></p> <p><i>Listens effectively</i></p> <p><i>Calm and collected</i></p> <p><i>Teacher/coach</i></p> <p><i>Delegator</i></p> <p><i>Has managed people</i></p>	<p>What do you think are keys to good teamwork?</p> <p>What sort of people do you like to work with?</p> <p>How do you get the best from people in the team?</p> <p>What is the best team that you have been part of and why?</p> <p>What has been your biggest challenge when managing people?</p> <p>How do you like to be managed?</p> <p>Tell me about a time when something has gone really wrong, what did you do?</p>	<p>Assess their presentation, cleanliness of their vehicle (inside and out)</p> <p>How would you deal with consistent poor performance from someone in the team?</p> <p>Assess how well they answer questions and express themselves, do they listen.</p> <p>What questions did they ask?</p>		<p style="text-align: center;">1 3 5</p> <hr style="width: 100%;"/> <p style="text-align: center;">Poor Average Good</p>
<p>Others:</p> <p><i>Organised with good planning skills</i></p> <p><i>Able to prioritise</i></p> <p><i>Operates in a proactive way</i></p>	<p>Explain how you would organise your day and that of the team</p> <p>Give an example of how you have prioritised a busy day</p> <p>Step us through the last season, highlighting how and when you have chosen to complete key tasks</p>			