

Interview – Herd 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		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 33%;">1</td> <td style="text-align: center; width: 33%;">3</td> <td style="text-align: center; width: 33%;">5</td> </tr> <tr> <td style="text-align: center;">Poor</td> <td style="text-align: center;">Average</td> <td style="text-align: center;">Good</td> </tr> </table>	1	3	5	Poor	Average	Good
1	3	5								
Poor	Average	Good								

Characteristic	Questions you could ask	Activities you could get them to do	Notes	Rate the applicant
Experience: <i>Minimum two years' dairy experience</i> <i>Identifying common animal health problems</i> <i>Treating common animal health problems</i> <i>Pasture management</i> <i>Calving cows</i> <i>Assisting with mating</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> <i>Handling chemicals</i> <i>Calf rearing</i> <i>Moving irrigation equipment</i>	<p>Tell me about the experience you have had on farms?</p> <p>Can you identify cows with mastitis? What do you look for?</p> <p>What are the other common animal health problems that can occur? How would you identify and treat these?</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</p> <p>What experience have you had operating machinery?</p> <p>What things are important when you are moving/handling stock?</p> <p>What do you do if someone is being too rough with cows?</p> <p>What are the main things you have to monitor with any effluent system?</p> <p>What type of systems have you used, what were the important things to watch out for? Who operated the system?</p> <p>Explain what pasture management means</p>	<p>Explain the safety precautions you would take if you were handling chemicals on farm</p> <p>Show me what you would check on the tractor before operating it?</p> <p>Hook the trailer onto the quad bike and back it up to an obstacle.</p> <p>Make an electric fence live</p> <p>Treat a cow with mastitis or lameness</p> <p>Look at pre-and-post grazing residuals and get interviewee to estimate these (or are they high, low, about right)</p> <p>Have them use a plate meter to assess a paddock</p>		<p>1 3 5</p> <p>Poor Average Good</p>

Characteristic	Questions you could ask	Activities you could get them to do	Notes	Rate the applicant
<p>Attitude:</p> <p><i>Punctual</i></p> <p><i>Positive</i></p> <p><i>Honest</i></p> <p><i>Strong work ethic</i></p> <p><i>Gives things a go</i></p> <p><i>Shows initiative</i></p>	<p>What things are important to you about where you work?</p> <p>Describe a good day at your current job</p> <p>Describe a bad day</p> <p>Can you think of an example of a time you were able to use your initiative? Explain what happened</p>	<p>Assess their attitude as they answer the questions (are they defensive, evasive, etc.)</p>		<p style="text-align: center;">1 3 5</p> <hr style="width: 100%;"/> <p style="text-align: center;">Poor Average Good</p>
<p>Qualifications:</p> <p><i>Full and current driver licence</i></p> <p><i>Vocational training, e.g. Primary ITO</i></p> <p><i>Milk quality training</i></p>	<p>Do you have a current driver licence? (View it)</p> <p>Do you have any relevant qualifications? (View them)</p> <p>What training have you had both off and on farm with your previous employers?</p> <p>Give examples of how you have used your training?</p>	<p>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.</p>		<p style="text-align: center;">1 3 5</p> <hr style="width: 100%;"/> <p style="text-align: center;">Poor Average Good</p>

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 work in a team</i></p> <p><i>Tidy around the house</i></p> <p><i>High level of personal hygiene</i></p> <p><i>Communicates easily</i></p> <p><i>Listens</i></p> <p><i>Has previously worked with a team</i></p> <p><i>Has supervised others</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>Have you shared accommodation with others before and what irritated you about them?</p> <p>What is the best team that you have been part of and why?</p> <p>Have you had to supervise other staff?</p>	<p>Assess their presentation, cleanliness of their vehicle (inside and out).</p> <p>(Assess how well they answer questions and express themselves, do they listen.)</p>		<p>1 3 5</p> <hr/> <p>Poor Average Good</p>
<p>Others</p>				