

DairyNZ QuickStart Recruitment Kit – Herd Manager

Your solution to getting recruitment right, the first time



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Introduction

Welcome to the *DairyNZ QuickStart Recruitment Kit* for herd manager roles. This guide has been developed as a starting point for your journey as an employer. It is an introduction to the minimum requirements you should meet when employing staff. Over time, you can continue to grow and develop your skills as an employer. Other DairyNZ tools available to support you are *HR Toolkit*, *Compliance Toolkit* and *Career Pathways*.

Legal obligations

Employers have a number of legal responsibilities they must meet; these are explained in more detail in the *DairyNZ HR Toolkit*. If you do not know or understand your legal responsibilities as an employer, Chapter 1 of the *HR Toolkit* contains more information 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 Pack 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 as an employer.

Useful websites

www.ers.dol.govt.nz

www.ird.govt.nz



Role



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 – Herd Manager

This job description is a generic job description which, 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 HR Toolkit template to write your own job description reflecting what you require from the role on your property.

Job Title	Herd Assistant	
Purpose of position	The herd manager is required to work as part of the team to implement the agreed farm management plan, completing all tasks for herd and farm management. It is expected that the herd manager will understand the farms targets and help to implement the activities that will mean the business can meet those targets. A herd manager wouldn't normally be responsible for managing staff on a regular basis.	
Reporting lines	Reports to farm manager/farm owner	
Responsibility area/tasks	Performance measure (What does good look like?)	Additional comments
<p>Milk Production – Feeding: Assist with the feeding of stock as directed by farm manager or according to the requirements outlined in the farm systems manual, including:</p> <p>Working with the farm manager to allocate pasture on a daily basis, within the bounds of the feed budget</p> <p>Either responsible for or assist with farm walks to collect pasture growth information</p> <p>Understand the feed budget process and assist with completing feed budgets as required</p> <p>Implementing irrigation requirements</p> <p>Feeding out and setting up break fences</p> <p>Implementing the weed control programme</p> <p>Assisting with any pasture renovation programme</p> <p>Assisting with any crop establishment programme</p> <p>Applying fertiliser as per Nutrient Management Programme</p> <p>Assisting with conservation of feed</p>	<p>Farm walk completed as agreed with farm manager, accurate pasture information collected</p> <p>Assist with feed budget calculations using farm walk data collected, understand the implications of pasture information in relation to the time of year. Be capable of using the farm budget as a tool to support daily pasture management decisions.</p> <p>Irrigation system operated in an efficient way, minimising water wastage</p> <p>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</p> <p>Feed out so wastage is minimised and all cows will have access to feed</p>	

Responsibility area/tasks	Performance measure (What does good look like?)	Additional comments
<p>Milk Production – Milk Harvesting: Responsible for dairy management as directed by farm manager or according to the requirements outlined in the farm systems manual, including:</p> <ul style="list-style-type: none"> Supervising milking as required Arriving on time to set up equipment Arriving on time to get the cows in Carrying out milking and teat spraying Ensuring yards and bail area are hosed down on the completion of milking Cleaning and maintaining the farm dairy, plant and equipment, to the standard outlined by the farm manager or the farm systems manual Shutting away the cows 	<p>Milking is efficient and stress free for people and animals</p> <p>Dairy is always set up before the cows arrive</p> <p>Cows always arrive on time to the dairy, having walked at their own pace</p> <p>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</p> <p>The dairy, including bails and yard are cleaned as instructed</p> <p>Dairy plant and equipment is cleaned and maintained according to instructions</p> <p>Cows are always shut away after milking and are checked to make sure they have water</p>	
<p>Milk Production – Milk Quality: Responsible for contributing to a continuous grade free seasons, by:</p> <ul style="list-style-type: none"> Helping to ensure only milk of the finest quality is presented for collection Contributing to dairy hygiene and achievement of milk quality Maintaining hygiene and cleanliness standards in and around the dairy Assisting with dairy company documentation as required 	<p>Dairy procedures are always followed so only milk of the finest quality is presented for collection</p> <p>Any incident that may mean milk could be contaminated is reported to farm manager immediately</p> <p>All dairy hygiene requirements and standards are met</p> <p>Dairy company documentation up to date</p>	

Responsibility area/tasks	Performance measure (What does good look like?)	Additional comments
<p>Stock Management – Animal Health & Welfare: Assisting with the management of the animals on farm as directed by farm manager or according to the requirements outlined in the Operations Manual including:</p> <ul style="list-style-type: none"> Identifying and treating mastitis in cows Identifying and treating lameness in cows Identifying other animal health problems and either reporting these immediately to the farm manager or treating Reporting any incidences of bloat or suspected bloat immediately to farm manager and taking remedial action Moving and handling animals in an acceptable way at all times 	<p>Assisting with the management of the animals on farm as directed by farm manager or according to the requirements outlined in the Operations Manual including:</p> <ul style="list-style-type: none"> Understand what good practice animal health and welfare looks like so that; Unwell animals are identified and treated quickly following farm protocols All unwell animals are reported to farm manager All staff stay alert for signs of unwell animals at all times, including when passing animals in the paddock, getting cows in for milking, etc. All stock are handled in a quiet and calm way Stock fatalities are minimised 	
<p>Stock Management – Seasonal Management Requirements: Understand seasonal stock management requirements and assist with implementing these as directed by farm manager or outlined in the farm systems manual:</p> <ul style="list-style-type: none"> Assisting with all calving requirements Assisting with all mating requirements Assisting with all wintering requirements Reporting any instances that require further action 	<p>Understand seasonal stock management requirements and assist with implementing these as directed by farm manager or outlined in the farm systems manual:</p> <ul style="list-style-type: none"> Herd manager understands what good practice stock management looks like Stock are managed according to good practice as outlined by the farm manager or the operations manual, management is appropriate for the time of the year 	
<p>Stock Management – Other Stock Management Requirements: Understand the requirements of managing the different classes of stock and assist with all stock management as directed by farm manager or outlined in the farm systems manual, including:</p> <ul style="list-style-type: none"> Assisting with calf rearing as required Assisting with the management of young stock as required Assisting with the management of dry stock, including bulls as required Reporting any instances that require further action 	<p>Understand the requirements of managing the different classes of stock and assist with all stock management as directed by farm manager or outlined in the farm systems manual, including:</p> <ul style="list-style-type: none"> Healthy calves are reared that meet target weights Young stock are well grown animals to be proud of Dry stock are well looked after and are fit for purpose, e.g. bulls are a good weight prior to mating 	

Responsibility area/tasks	Performance measure (What does good look like?)	Additional comments
<p>Stock Management – Recording: Responsible for maintaining accurate information in the Yellow Notebook and ensuring it is up to date at all times:</p> <p>Keeping records of all mastitis treatments given and ensuring animals are marked according to the farm systems manual</p> <p>Recording other treatments as required</p> <p>Observing and recording cows in season</p> <p>Observing and recording cows calved</p> <p>Recording any other associated information as per farm systems manual or as instructed by farm manager</p>	<p>Yellow notebook is always readable and contains up to date, accurate information, this is transferred to the appropriate place</p> <p>All animal treatments are recorded at the time as required. All treated animals are clearly marked as per the farm policy</p> <p>Always observant when with the cows, writing down and telling the farm manager any information that may be useful, for example, cows that look like they may be coming in season</p>	
<p>Natural Resource Management: Assist with all environmental compliance as directed by farm manager or outlined in the farm systems manual, including:</p> <p>Knowing the effluent and nutrient management systems for the farm</p> <p>Ensuring effluent is managed as per the instructions, including all recording requirements</p> <p>Ensuring all local environmental requirements are adhered to</p> <p>Knowing the regional council compliance requirements</p>	<p>Knows the farm effluent system and can identify and fix any common problems with the system</p> <p>Observant of the effluent system and notice if anything is not operating as it should, acts on this</p> <p>Any issues or potential issues are quickly identified and communicated to the farm manager</p> <p>Actions or inactions are such that you do not cause any breaches of the farm environmental requirements</p>	
<p>Team Responsibilities</p>		
<p>Effectively communicating with farm manager as required</p> <p>Acting as effective team member, including communicating effectively with entire team</p> <p>Supporting relief staff in their duties in the absence of the farm manager</p> <p>Committed to learning new skills and attending appropriate training as agreed with farm manager</p>	<p>Contribute to the team, letting others know information that may be useful or important</p> <p>Help out others in the team if needed</p> <p>Help to create a fun, supportive environment to work in</p> <p>Have a good attitude to learning new things and using this knowledge</p>	

Responsibility area/tasks	Performance measure (What does good look like?)	Additional comments
<p>Health and Safety: Comply with all health and safety requirements as directed by farm manager or outlined in the Health and Safety Manual, including:</p> <p>Complying with the requirements of the health and safety in employment legislation</p> <p>Complying with farm health and safety policies and procedures, including the wearing of all personal protective equipment</p> <p>Notifying farm manager of new hazards as identified</p> <p>Notifying the farm manager of any accident or near miss accident, (injury or non-injury) and complete an Accident Report</p>	<p>Understand and meet obligations as required of the health and safety in employment legislation</p> <p>All farm H&S policies are complied with, including wearing of helmets and other personal protective equipment</p> <p>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.</p> <p>All accidents or near miss accidents are reported to the farm manager and the appropriate paper work is completed</p>	
<p>Maintain a Tidy Workplace: 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, notify farm manager of breakages/breakdowns immediately</p> <p>Maintaining quad bike/farm bike and/or any other vehicle or tools provided according to schedule, notify farm manager of breakages/breakdowns</p> <p>Help with major development projects as required by the farm manager</p> <p>Complete all other tasks as may be reasonably and lawfully requested by farm manager, including but not limited to:</p> <p>Working on other grazing farms</p> <p>Managing winter grazing</p>	<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>	



Person Specification – Herd Manager

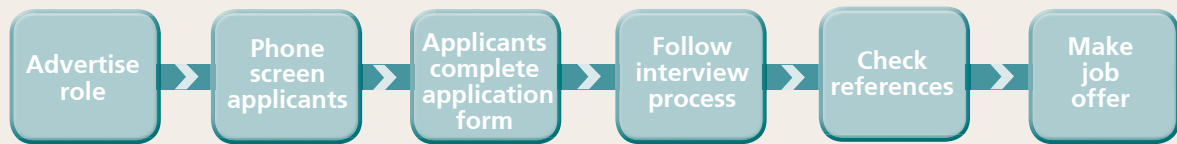
This person specification outlines the generic knowledge, skills and abilities required to do the job. You will need to identify the values and attitudes that are important to you.

Characteristic	Essential	Preferred
Physical	Physically fit Good health	Able to lift heavy objects
Experience	Minimum of two (___) years dairy experience Calving cows Identifying common animal health problems and can treat these Knowledge of safe machinery operation Stock handling skills Pasture management Mating management	Calf rearing Knowledge of milk quality management
Attitude	On time Positive Honest Strong work ethic Gives things a go Shows initiative	
Qualifications	Full and current driver's license National Certificate in Agribusiness Management, level 3 or equivalent level of training Milk Quality Training (or working towards this)	Working towards National Certificate level 4 Production Management – Stage 1
Fit with team	Able to work in a team Tidy around the house High level of personal hygiene Communicates easily and listens	Has previously worked with a team Has supervised others
Others		



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.



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)
- How long will the interview 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 to 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 this role
- Inform them of any additional material you may like them to bring (production records, evidence of qualifications or skills etc.)
- Contact those applicants you didn't want to interview to tell them they were unsuccessful (refer to section 2 of *DairyNZ HR Toolkit*)

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 them feel comfortable
- Give an outline of the interview process
- Let them 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 (Refer to section 2 *DairyNZ HR Toolkit* or use interview template as a guide)
- Make a decision
- Use the interview template (Refer to section 2 *DairyNZ HR Toolkit*) 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 *DairyNZ HR Toolkit*)

Refer to section 2 of the *DairyNZ HR Toolkit* for more detailed information and resources on recruitment and selection.

Application Form

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

Use this template for each applicant. Additional copies can be found at dairynz.co.nz/quickstart

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.

Role applied for:	
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: www.police.govt.nz/service/vetting/	
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 signature	
Do you have a valid driver's licence?	yes / no class:

References

Employer 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
---	----------

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

Declaration

Ideclare 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 signature		Date	
---------------------	--	------	--

Interview	yes / no
-----------	----------

Phone Screening Questionnaire

If you require more copies to complete your phone screening then remove and copy. Alternatively additional copies can be downloaded and printed from dairyNZ.co.nz

Applicant information:

Name	
Date	
Home phone	
Mobile	
Address	

To be interviewed	<input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------	--

Questions	Notes	Rating scale
<p>Experience</p> <p>Describe your experience</p> <p>Tell me about the things you are doing in your current role</p> <p>What are you responsible for?</p>		1 _____ 5 Poor Average Good

Interview – Herd manager

Note: if you require more copies to complete your interviews then remove and copy. Alternatively, additional copies can be downloaded and printed from dairy.nz.co.nz/quickstart

Applicant information:

Name		
Home phone		Address
Mobile		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	Physically fit Good health <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 _____ 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
Experience	<p>Minimum two years dairy experience</p> <p>Identifying common animal health problems</p> <p>Treating common animal health problems</p> <p>Pasture management</p> <p>Calving cows</p> <p>Assist with mating</p> <p>Carrying out effluent requirements</p> <p>Knowledge of milk quality management</p> <p>Knowledge of safe machinery operation</p> <p>Stock handling skills</p> <p>Handling chemicals</p> <p><i>Calf rearing</i></p> <p><i>Moving irrigation equipment</i></p>	<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 system have you used, what were the important things to watch 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 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>Can you confirm how long this person has been/did work for you?</p> <p>What things did they do as part of their job?</p> <p>What things were they responsible for?</p> <p>What things did they do well?</p> <p>What things didn't they like or weren't they good at?</p> <p>Explain what common animal health problems they could identify or treat?</p> <p>What role did they have in relation to effluent management?</p> <p>How would you rate their ability to keep records?</p>	<p>1</p> <p>Poor</p> <p>3</p> <p>Average</p> <p>5</p> <p>Good</p>	

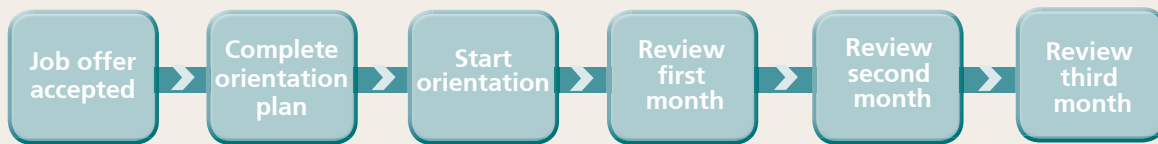
Characteristic	Essential = in bold Preferred = in italics	Questions you could ask	Activities you could get them to do	Questions for referee	Notes	Rate the applicant
Fit with team	<p>Able to work in a team</p> <p>Tidy around the house</p> <p>High level of personal hygiene</p> <p>Communicates easily</p> <p>Listens</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>How well did they operate as part of the team?</p> <p>What did their house/ accommodation look like most of the time?</p> <p>What sort of things did they have to do to keep the shed clean?</p> <p>Explain how they communicated with you?</p> <p>Did they supervise the work of others at any stage?</p>		<p>1</p> <p>Poor</p> <p>3</p> <p>Average</p> <p>5</p> <p>Good</p>
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.



There are two main parts to the 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 employees 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"> • Details of a trial or probation period • Signed by both parties 		
Job description <ul style="list-style-type: none"> • Signed by both parties 		
CV		
Application form		
Reference information		
Health and Safety Acknowledgement		
Accident Compensation documentation (if applicable)		
Accommodation agreement <ul style="list-style-type: none"> • Signed by both parties 		
Wage and time records		
Holiday and leave records		



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's licence number		Driver's 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 sign 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"> • Tax IR330 • Health and Safety Manual acknowledgement • Inspect accommodation, complete Property Inspection Checklist • • 	

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

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

Within first two weeks discuss the following:

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

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.

Property	
Landlord(s)	
Tenant(s)	
Date of inspection	

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

Managers name	
Employees 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	
Occupational 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.

Employees signature	
Date	
Managers signature	



Health and Safety Acknowledgement

Health and safety area	Date completed	Employer initial done	Employee initial done
<p>General health and safety</p> <p>I have been shown how to do my job safely including:</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>Employee knows:</p> <p>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>Hazards:</p> <p>Employee knows:</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>Emergencies:</p> <p>I am familiar with:</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>			

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

Employee		Date	
Employer/Manager		Date	

Skill Checklist – Herd manager

Employee	
Employer/manager	
Date	

1	Limited or no knowledge or skill, 100% supervision	2	Some skill, can assist with task, 80% supervision	3	Needs supervision 40-60% of time	4	Needs supervision 20-40% of time	5	Very competent, can train others
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Note: It would be expected that a Herd Manager would be scoring 3-4 for all areas

	Ranking	1	2	3	4	5	Notes:
General farm skills							
Vehicles - Tractor							
Can carry out basic maintenance							
Good driving practices							
Can safely use power take offs							
Coping with slopes and other hazards							
Can safely use hydraulics/loader							
Can safely feed out							
Vehicles – quad bike/motorbike							
Can carry out basic maintenance							
Practises safe cornering techniques							
Coping with slopes and other hazards							
Can use attachments, loads and towing							
Safety helmet worn							
Vehicles – other (specify)							

Ranking	1	2	3	4	5	Notes:
General farm						
Change ball-cock in water trough						
Able to replace tape gate handles						
Locating and fixing fence shorts						
Understanding of fence power						
Set up of portable water trough						
Able to replace post if broken						
Able to join wire together if broken						
Repair water leaks						
Identify pump problems						
Ranking	1	2	3	4	5	Notes:
Safety						
Use of personal protective equipment						
Agrichemicals (storage, handling, mixing)						
Disease prevention (e.g. Leptospirosis)						
Sun protection						
Understand health and safety responsibilities						
Other health and safety (specify)						

Ranking	1	2	3	4	5	Notes:
Milk Production						
Feed						
Put up break fences correctly						
Make break fences live						
Work out where the break fence should be						
Weed control						
Fertiliser application						
Irrigator - system operation						
Irrigator - maintenance						
Pasture measurement						

Ranking	1	2	3	4	5	Notes:
Milk Harvesting						
Setting up dairy prior to milking						
Milk cows						
Use backing gate well						
Using any specialist equipment e.g. drafting system						
Teat spraying						
Marking cows						
Cleaning yard and dairy						
Cleaning plant and other dairy equipment						
Maintaining dairy plant & equipment						
Understanding milking plant						
Ranking	1	2	3	4	5	Notes:
Milk quality						
Manages 'dirty cows'						
Implements dairy hygiene requirements						
Maintains dairy company policy manual						

Ranking	1	2	3	4	5	Notes:
Stock management						
Animal health and welfare - identification of mastitis						
Assist with treatment of mastitis						
Identification of lame cows						
Assist with treatment of lame cows						
Identification of unwell animals						
Identification of bloat						
Timely treatment of unwell animals						
Appropriate handling/movement of animals						
Identification of specific issues related to housed cows						
Identification of specific issues related to brassica fed cows						
Record keeping						

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

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 turn over the page to identify and set the focus areas for the next month.

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 employees 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 dairynz.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 the 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.

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 employees 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 dairynz.co.nz.

dairynz.co.nz