

A quick guide to ATTRACTING THE RIGHT INDIVIDUAL for New Zealand vegetable growers



WHY IS ATTRACTING THE RIGHT EMPLOYEES IMPORTANT?

Having a well-structured hiring process (*like the simple one outlined below*) significantly supports the attraction of effective employees into your business. It also helps to set clear expectations and align job roles with employee understanding. This can reduce the likelihood they will quit early on. This approach can improve employee retention and satisfaction.

1. DESCRIBE THE ROLE

- ✓ Clearly define the requirements for the role and outline the ideal employee. This ensures you know what you're looking for.

Be sure to: Define the ideal employee profile, skills, and job realities upfront before you start looking for applicants.

2. PREPARATION

- ✓ Consider who would be suitable for the role by thinking about the characteristics, skills, and experience needed.
- ✓ Determine what the candidate would be looking for in a role and what they might act like. Use this to form the basis of a targeted job advertisement.

Be sure to: Think about the reasons someone may have to work for you.

3. FINDING CANDIDATES

- ✓ Create a job ad that highlights both the positives and realistic aspects of the role. Aim to attract individuals who are aware of the role's demands from the start.
- ✓ Advertise through the PickNZ job board, Facebook, TradeMe and community networks to reach your target applicants.

TIP: Try multiple ways to reach more people.

4. ASSESSMENT

- ✓ A targeted approach may result in fewer applicants, but the focus should be on attracting high-quality candidates.
- ✓ Evaluate applications to select those who show promise.

Be sure to: Consider some applicants may not present well in their job application but may be suitable in the role.

5. SELECTION

- ✓ Opt for a semi-formal interview style to make applicants comfortable, especially if they are new to interviews.
- ✓ Focus on key questions to identify interest in and understanding of the role

Be sure to: Choose candidates based on suitability for the role.

6. HIRING AND ONBOARDING

- ✓ Complete necessary checks, such as background and reference checks, and send an employment agreement for review.
- ✓ On the new hire's first day, provide a warm welcome and introduce them to a buddy within the team.

Be sure to: Develop a welcome / induction and training programme to ensure the new hire gains the basic skills and experience needed for success within the first few months

OUTCOME: By understanding the roles demands upfront, new hires will face fewer surprises when encountering challenging aspects of the job. With strong support and guidance from others in your team, they are more likely to be happy and motivated.

