

CHECKLIST FOR RECRUITING A PRODUCTION MANAGER

Area	Element	Date
The position description	Outline the type of job to be done	
	Create a position description and person specification	
	Consider salary packaging options	
	Prepare farm background document	
	Create a job application form	
	Create job advertisement	
	Plan advertising approach	
	Place advertisements	
	Put feelers out locally	
Short listing applicants Sample acknowledgement letter	Send acknowledgement letter	
	Contact short-listed applicants to set up interviews	
Interviews Sample interview questions	Set up interview panel	
	Prepare interview questions <ul style="list-style-type: none"> • Include open-ended questions • Include behaviour questions 	
	Prepare interview guidelines <ul style="list-style-type: none"> • Interview space – free from interruptions • Make copies of candidate's application, farm background document, position description and person specification • Agree on who will ask questions and who will take notes • Allow plenty of time for questions and farm tour 	
Reference checking Questions to ask referees and a sheet for recording their comments.	Conduct interviews	
	Prepare questions and record sheet for referees	
Employment offer Use this Offer of Employment to draft one of your own. Include: a copy of the Employment Contract and Position Description	Contact referees	
	Prepare offer of employment	
	Prepare employment contract and acceptance of offer details	
Probationary period 4 checklists to use for your probationary reviews: 1 Monthly review 2 End of probationary period review 3 Code of Conduct 4 Induction checklist	Contact unsuccessful applicants	
	Prepare code of conduct	
	Plan induction procedure	
	Prepare monthly probationary period review checklist	
	Prepare end of probationary period review checklist	

Recruitment information and tools are available at thepeopleindairy.org.au/recruitment/introduction.htm