

# Human Resource Management: Employee Attraction and Selection Guide

# Employee Attraction and Selection

- Minimize risk of hiring bad employees
- Sound recruiting and selection process
- Long-term benefit of your agricultural business

# Five Steps for Recruiting and Selecting the Right Employees

- Consider the needs of the position and the business
- Build an applicant pool
- Evaluate the applicants
- Make a selection
- Hire and train

# Consider the Needs of the Position and the Business

- Understand the job first
- Ask questions like:
  - ✓ Does this position require good written and verbal skills?
  - ✓ Will there be any responsibilities involving math?
  - ✓ Does this position require interaction with other employees?
- Develop a clear understanding of the “ideal” employee for each position
- Review the four steps to accomplish this:
  - ✓ Time requirement (full or part-time)
  - ✓ Job analysis
  - ✓ Job specifications
  - ✓ Job description

# Build an Applicant Pool

- Word of mouth
- Referrals
- Bonuses/incentives to employees who refer
- Government agencies
- Schools, colleges, universities
- Want ads
- Private agencies
- Internet
- Make your business such that it attracts good people

# Evaluate the Applicants

- Review the job analysis, specification, and description
- Evaluation method:
  - ✓ Written applications
  - ✓ Written tests
  - ✓ Oral tests
  - ✓ Interviews
  - ✓ Practical tests
  - ✓ References
- Create tools
- Job preview
- Hurdles
- Let applicant interview you

# Make a Selection

- You may or may not hire anyone
- Don't hesitate to re-open the application process
- Hire temporary employee
- Be careful with temporary versus full-time

# Hire and Train

- Negotiating terms of employment
- Handle the hiring process in a fair and legal manner
- Training
- Specific job duties
- Mentor relationships
- Performance evaluation
- Friendly work environment