



Advertisement

Get the job out there! Make sure you give a clear summary of what the role is and what they'll be doing. There are lots of places you can advertise the role; recruitment agencies, websites like seek.co.nz or nzfarmsource.co.nz or word of mouth.

Interview Questions

Have a list of questions about their skills and experience. This is your chance to get to know the applicants and suss out whether they can do the job, including whether they will fit in with the team and the culture of your workplace. You can interview them over the phone, in person or video using Skype, Zoom, Google Hangouts or something else.

Reference Check

Always check references, no matter how well somebody comes across in their interview. Call at least two people to make sure you know what you're getting.

Break the News

As soon as you make a decision, get in touch with whoever you've chosen - but also let all the other applicants know. It's good manners, and you could ask to keep their details on hand for next time you're hiring.

**You've picked somebody,
now bring them on board!**

Employment Agreement

You need a signed employment agreement before anybody starts work, and you need to give your new hire plenty of time to review the agreement and seek advice if they want to. Ask them to return a signed copy to you well ahead of their first day of work.

Job Description

Take care with the job description - it needs to be accurate. Don't go overboard listing every possible job they might do. This is important in case of redundancy or disciplinary issues.

IRD Forms

Ask your new employee to fill out a KS2 and a IR330 (Tax Code Declaration) so you can work out their pay deductions. Keep these forms on file so you've got a clear record of what they requested. You can download them from www.ird.govt.nz.

90 Day Trial

If you have less than 20 employees you can still use the 90 day trial in your employment agreements. This is a good way to make sure your employee is a good fit. Remember, it's 90 calendar days, not 90 working days. And an employee on a trial still has all the usual rights, like accruing leave.

Policies and Procedures

You need clear policies and procedures in place to support your employment agreements. These can cover areas like bullying, IT usage, flexible working, managing performance issues, drug and alcohol use or health & safety. It's a good idea to get all new staff to sign a register saying they've read and understood your policies.

Health and Safety (Physical and Mental)

You need clear policies and procedures in place to support your employment agreements. These can cover areas like bullying, IT usage, flexible working, managing performance issues, drug and alcohol use or health & safety. It's a good idea to get all new staff to sign a register saying they've read and understood your policies.

Disciplinary Process

If there are any issues, you need to act in good faith and follow a fair disciplinary process. Don't lose your temper no matter what - keep calm, walk away from confrontations and don't try to manage things on your own. Seek advice from an employment expert.

Regular Meetings

Make sure you catch up with your team regularly. A weekly or fortnightly morning tea meeting is a helpful, informal way to stay in touch with your employees and keep communications open. Not only can you let them know about any problems you have, but you can also check in on their stress levels and mental health.

Useful Websites

employment.govt.nz
ird.govt.nz
dairynz.co.nz
fedfarm.org.nz
dwn.co.nz
worksafe.govt.nz