

Interview – Assistant Manager



Applicant information

Name	
Mobile	
E-mail	

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	Questions you could ask	Activities you could get them to do	Notes	Rate the applicant						
Physical <i>Physically fit</i> <i>Good health</i> <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		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">1</td> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 20%; border-bottom: 1px solid black;">5</td> </tr> <tr> <td>Poor</td> <td>Average</td> <td>Good</td> </tr> </table>	1		5	Poor	Average	Good
1		5								
Poor	Average	Good								

Characteristic	Questions you could ask	Activities you could get them to do	Notes	Rate the applicant
Experience: <i>Three or four years dairy experience</i> <i>Identifying common animal health problems</i> <i>Treating common animal health problems</i> <i>Pasture management</i> <i>Calving and mating management</i> <i>Carrying out effluent requirements</i> <i>Knowledge of milk quality management</i> <i>Knowledge of safe machinery operation</i> <i>Stock handling skills</i> <i>Handling chemicals</i> <i>Calf rearing</i> <i>Moving irrigation equipment</i>	<p>Tell me about the experience you have had on farms</p> <p>When you identified 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>How have you trained someone to identify, treat and prevent lameness?</p> <p>What has been the most difficult animal health issue you have had to deal with?</p> <p>What are 5 important factors to consider at calving time?</p> <p>Tell us about the things that you have identified that can affect milk quality</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>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>Calculate how much area to give the cows based on the paddock cover and area and the number of cows</p>		<p>1 3 5</p> <p>Poor Average Good</p>

Characteristic	Questions you could ask	Activities you could get them to do	Notes	Rate the applicant
Attitude: <i>Punctual</i> <i>Positive</i> <i>Honest</i> <i>Strong work ethic</i> <i>Gives things a go</i> <i>Shows initiative</i>	What things are important to you about where you work? Describe a good day at your current job Describe a bad day Can you think of an example of a time you were able to use your initiative? Explain what happened.	Assess their attitude as they answer the questions (are they defensive, evasive, etc.)		<div style="text-align: center;"> 1 3 5 <hr style="width: 100%;"/> Poor Average Good </div>
Qualifications: <i>Full and current driver's licence</i> <i>Vocational training, e.g. Primary ITO</i> <i>Milk quality training</i> <i>Other</i>	Do you have a current driver licence? (View it) Do you have any relevant qualifications? (View them) What training have you had both off and on farm with your previous employers? Give examples of how you have used your training What are the areas that you would like training in or what course would you like to attend?	Read out a list of cow numbers and whether they have calved a heifer or a bull and get the applicant to write the list down as you call it out. Then get them to read it back to you. This allows you to check for literacy, numeracy, dyslexia, reading and attention to detail.		<div style="text-align: center;"> 1 3 5 <hr style="width: 100%;"/> Poor Average Good </div>

Characteristic	Questions you could ask	Activities you could get them to do	Notes	Rate the applicant
<p>Fit with team:</p> <p><i>Able to work in a team</i></p> <p><i>Tidy around the house</i></p> <p><i>High level of personal hygiene</i></p> <p><i>Communicates easily</i></p> <p><i>Listens</i></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? What did you find to be the biggest challenge?</p> <p>How do you like to be managed?</p> <p>Tell us about a time when you had to raise an issue with your manager?</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>What questions did they ask</p>		<p>1 3 5</p> <hr/> <p>Poor Average Good</p>
<p>Others</p>				