



Interviewing, Onboarding and Retention – WG 3

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Columbia
Basin **trust**

**BASIN
BUSINESS
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Agenda

- **Planning for Interviewing Candidates**
- **Onboarding Employees**
- **Training & Mentoring New Employees**
- **Retention & Best Practices**

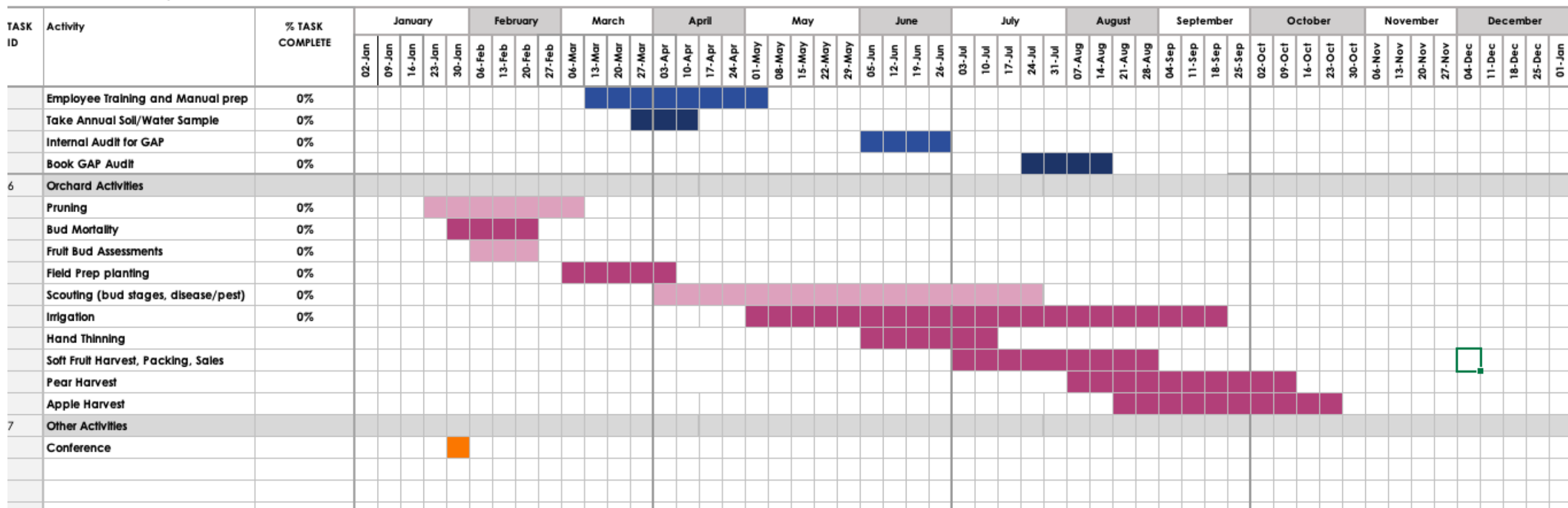


GANTT Chart

A tool for planning your workflow and seasonal needs.

GANTT Chart – Orchard Labour Flow

Gant Chart Season Road Map 2024





Interview & Hire

Employees as Preferred Clients

- Selling the job
- Only make promises you can fulfill

•Preparation!

•Back to Values

Finding Meaning and Creating Value



Employee Handbook

You filled the position – now what's the on-boarding process?

Not simply a transactional process.

- a. Training Guide
- b. Employee handbook

GOALS:

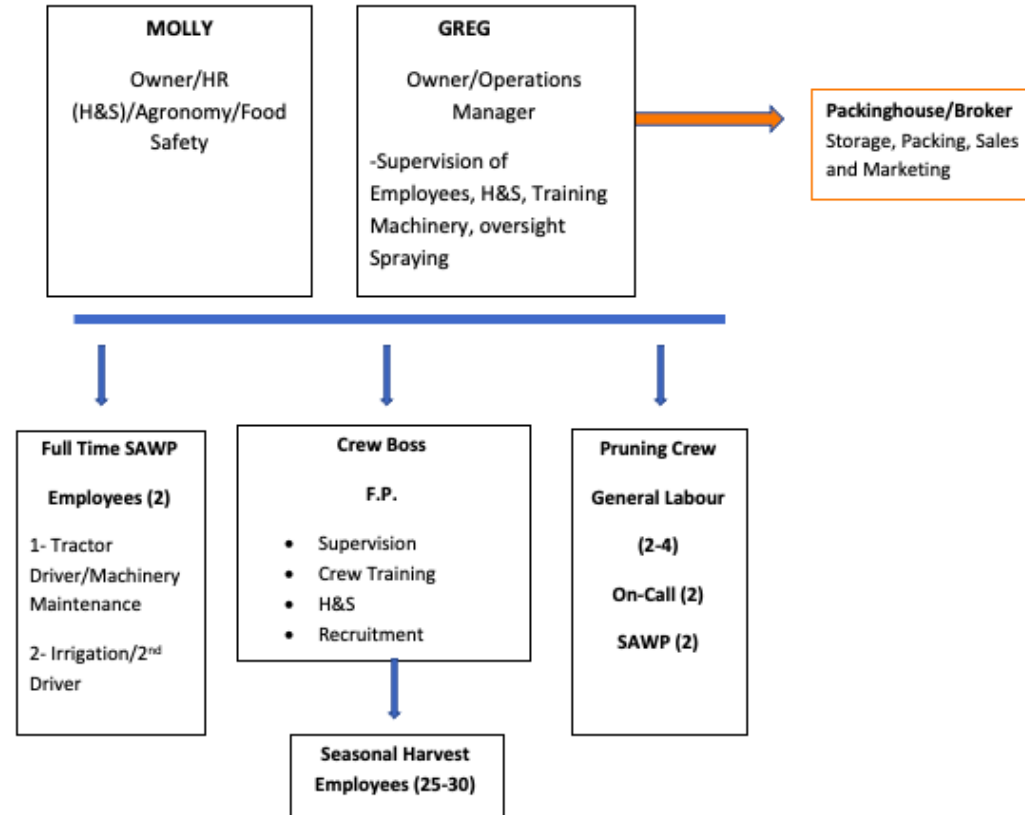
- To create clear expectations
- To foster good communication

Who does the interviewing & on-boarding ?

- Type of Position
- Supervision required
- Involve key personnel in two-part interviews



Organizational Chart for AWESOME ORCHARDS



Example: Illustration of Communication Hubs in the Farm Business



Onboarding and Retention Best Practices



Retention Best Practices

Transparency

Communication

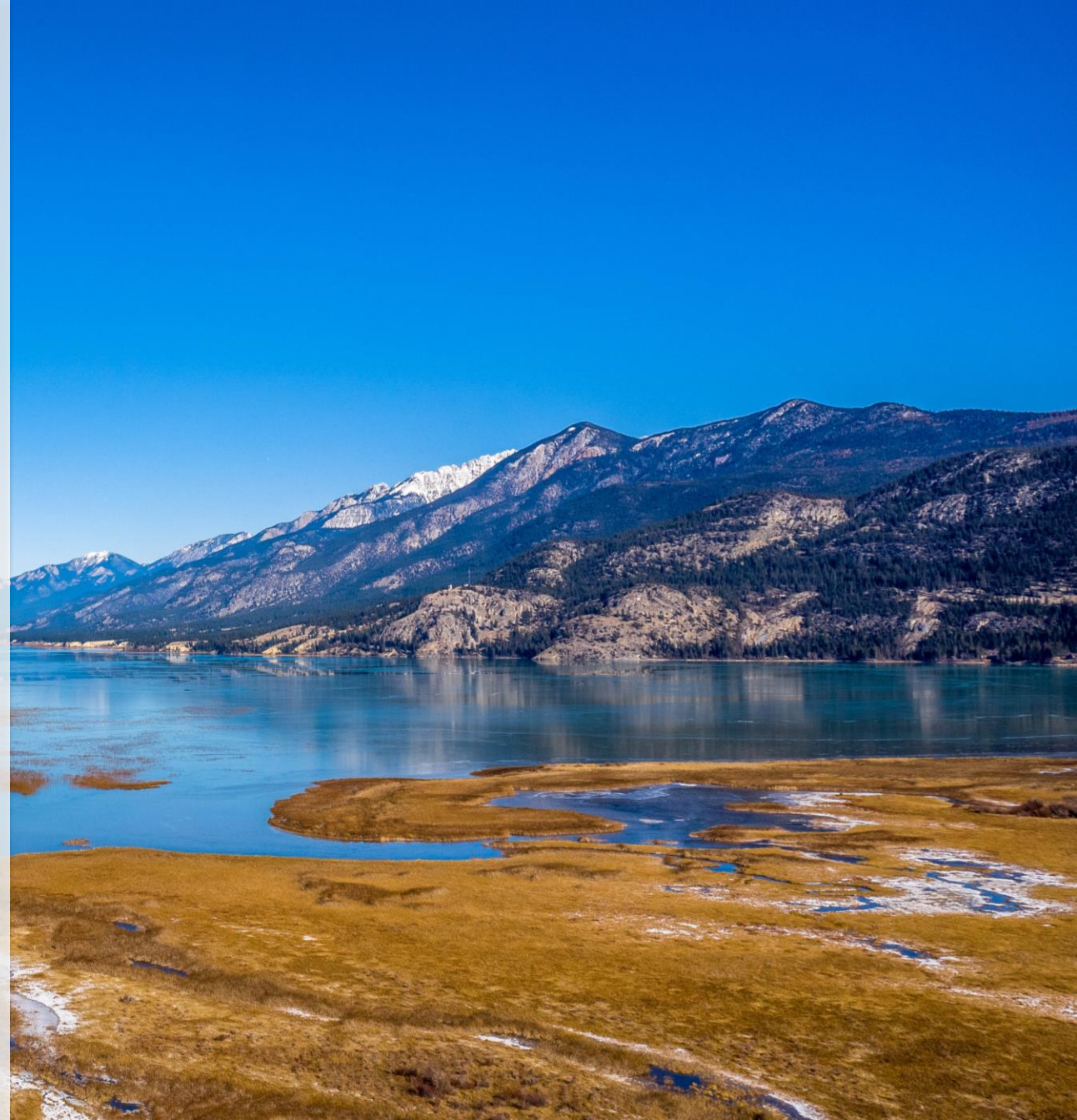
Collaboration

Personal Growth

Retention



- a. Check-ins... Are you delivering “meaning”?
- b. Diversity, Equity and Inclusion – what’s your social impact?
Are you delivering on sustainability
- c. Actions taken - How are your values being demonstrated?





Recognition

- a. Employees as your most valuable customer
- b. If money were no object?
- c. Realistically We can offer?

Recap



1. Draft interview questions
2. Plan you employee orientation or review current practices
3. Start with employee handbook essentials – hours of work, pay schedule, time off
4. List of non-wage benefits you offer
5. Review your best practices for worker retention

