

Interviewing, Onboarding and Retention – WG 3

Presented by:

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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

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TASK	Activity	% TASK		January					February			March			April			May				June			July				August				September			October				November			ı			
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	Employee Training and Manual prep	0%																																												
	Take Annual Soll/Water Sample	0%																																												
	Internal Audit for GAP	0%																																												
	Book GAP Audit	0%											Щ											\Box				<u> </u>	Ш						\perp								\perp			Ш
6	Orchard Activities																																													
	Pruning	0%																																	\perp											
	Bud Mortality	0%																																												
	Fruit Bud Assessments	0%																																	\perp											
	Field Prep planting	0%																																	\perp											
	Scouting (bud stages, disease/pest)	0%																																	\perp											
	Irrigation	0%																																	\perp											
	Hand Thinning																																													
	Soft Fruit Harvest, Packing, Sales																													\perp	\perp															
	Pear Harvest																															\perp											\perp			
	Apple Harvest																																													
7	Other Activities																																													
	Conference																																													



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:

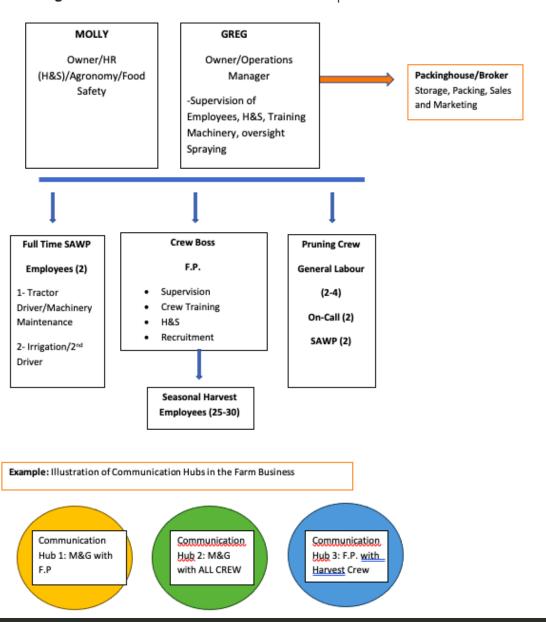
- To create clear expectations
- To foster good communication

Who does the interviewing & on-boarding?

- Type of Position
- Supervision required
- Involve key personnel in twopart interviews



Organizational Chart for AWESOME ORCHARDS



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.lf 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

