

# Sample Interview for Farm Positions



*Use this sample interview agenda as a guide to topics to cover during an interview with applicants for farm jobs. Please note: You may need to adapt the agenda or add topics based on the specifics of your farm operation.*

**Greeting:** A friendly welcome. Introduce yourself and anyone else present, and clarify your position with the farm. (1 minute)

**Small talk:** Engage in conversation to help put the applicant at ease, and to show personal interest. Offer the applicant coffee or water. (2 minutes)

**Job description:** Clarify what the job entails and how it fits into the organization. (5 minutes)

**Housekeeping details:** Cover basic terms of employment – wages, hours, housing, or other specific conditions. Check to be sure that you have correct contact information. (2 minutes)

**Applicant questions:** Field the candidate's questions. What does he/she want to know about the farm and the position? The questions themselves may reveal important information. (5-10 minutes)

**Questions for the applicant:** Here's where you get to know the applicant's qualifications for the job, with guidance of your prepared question list. (5-20 minutes)

**Continuation or cut-off:** You may choose to continue to "sell" the job if the applicant is of interest. Or, you may decide to bring the interview to a dignified close if the applicant does not appear to be a good fit. Be sure to inform each applicant of the expected decision timeframe or next steps in the process. Thank them for their time and let them know how/when you will follow up. (5-10 minutes)

This sample interview agenda is part of a suite of farmer-oriented resources developed through the **Improving the Quality of Labor Management Decisions for Small and Medium-Sized Farm Operators** project, a multi-state, integrated research and extension project.

Partners include:

- The University of Vermont
- The University of Wisconsin
- The Pennsylvania State University
- University of New Hampshire

Find additional labor management tools and resources at:

[uvm.edu/aglabor/dashboard](http://uvm.edu/aglabor/dashboard)

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