

Pre employment checklist



Use this checklist to understand what the conditions of your employment will be before you agree to the job.

- Do you have an employment agreement in writing? Does it contain the following:
 1. Your name and the name of your employer?
 2. Does it name your place of work (the location)?
 3. Does it state what the hours of work will normally be?
 4. Does it state your rate of pay?
 5. Does it say how any problems or disputes will be settled?
 6. Does it say that you are entitled to 4 weeks paid holiday?
 7. Does it say that you are entitled to 5 days paid sick leave?
- Note: legally, you must have an employment agreement in writing that contains the first 5 points, points 6 and 7 do not have to be in the agreement but must be provided by law.
 - Do you know what your leave entitlements are?
 - Do you know if the job is fixed term or permanent?
 - Do you know what breaks you are entitled to?
 - Do you know what your roster will be and how often it is likely to change?
 - Do you know what gear is provided for you and what you are expected to own? Do you know what PPE (personal protective equipment) is provided for your safety (like helmets)?
 - Do you know what training will be provided when you start? Do you know if the farm will provide formal training off-farm?
 - Do you know what your rate of pay is and what the additional benefits (if any) are? Do you know how often you will be paid and how?
 - Have you seen the accommodation, are you happy with it? Do you know what it costs and how you are expected to pay? Is there a bond to pay?

When you start your job:

- Work through your job description with your employer.
- Ask questions to ensure you understand what is expected of you.
- Take the time to walk through the property (if applicable) you will be renting. You will have responsibilities as a tenant to look after the property.
 - Is there a garden – are you responsible for it?
 - How is rubbish disposed of? Is it collected or do you have to dispose of it?
 - What are the sources of heating? Do you know where to source or buy firewood?
 - Who do you talk to about any concerns you have about the property?
- If you are a migrant employee check that your driver licence is legal in New Zealand and that you have an IRD number.
- Sit down with your employer and work through a training plan. Ask questions about how you will learn on farm and who will be responsible for your learning?