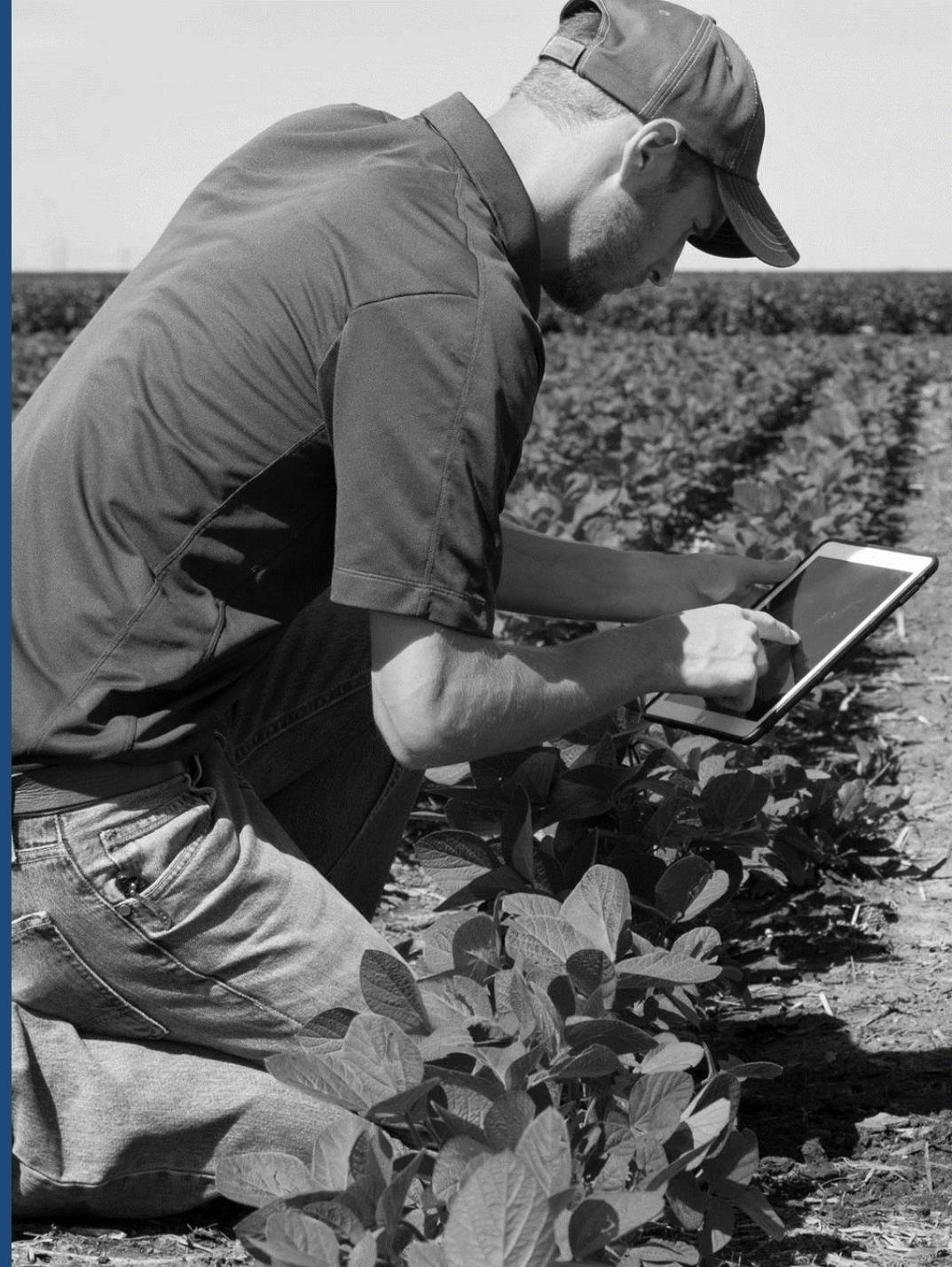


Proper Hiring Practices

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Note, this presentation is meant to share general information about developing an approach to human resources management. Employers are encouraged to engage an attorney, accountant, consultant and other necessary professionals to ensure that their specific policies and human resources systems satisfy all necessary laws and business standards. The information in this presentation is correct and current to the best of our knowledge. As changes are made to these laws, some of this information could change.



Review Applicants

- Use application form and hiring checklist
 - Missouri Farm Labor Guide has templates
- Screen applications/resumes based on criteria you deem important for the position
- Divide applicants into three piles:
 - Advance for interview
 - Those you “might” interview
 - Those that you won’t interview
- Schedule interview times for top candidates



Design Your Interview

- Share information about position/your business
- 80/20 listening rule
- Open-ended questions
- Be consistent, same questions for all interviewees
- Questions should focus on the job description
- Take good notes!



Interview Exercise

- Want to hire **crop farm worker**.
- What are the **top five questions** you would ask?
 - Take a few minutes and jot them down and we can discuss

Crop Farm Worker

Duties:

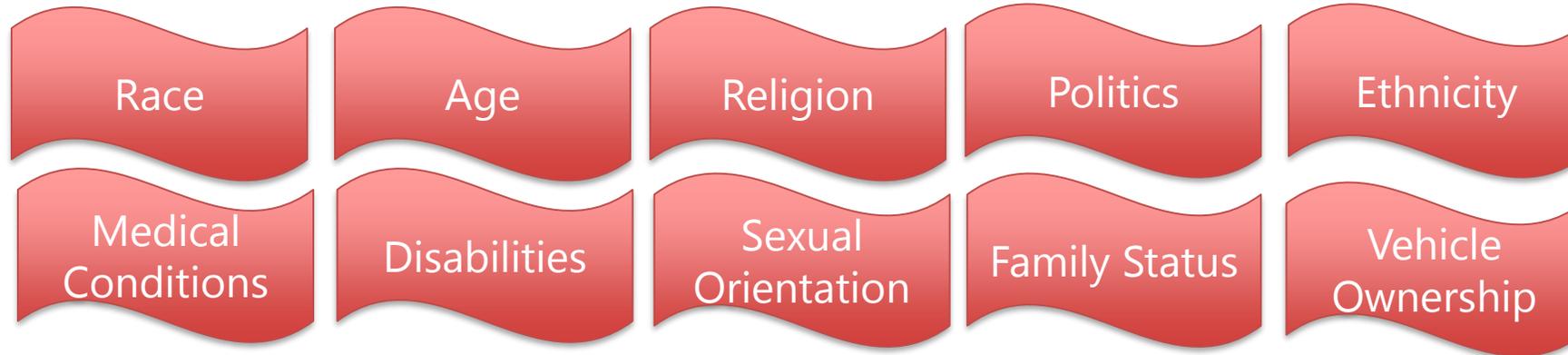
- Operate and service farm machinery and equipment related to the planting and harvesting of crops.
- Apply pesticides, herbicides and fertilizers to crops.
- Operate irrigation equipment and maintain pipes/pumps.

Examples of Acceptable Questions

- Tell me about job tasks for which you've been responsible in the past.
- What types of tasks have you enjoyed the least (or most)? Why?
- Why are you interested in this position?
- An important task in this job is _____. What related experience do you have?
- Think of a skill that you previously had to learn on the job. What was your approach to making sure that you learned it?
- Name a situation where you have had a challenging relationship with a coworker or supervisor. What did you do in that situation?

Unacceptable Questions

- Avoid discriminatory questions about:



- Instead, direct questions to ability to perform job tasks, duties and getting to work when needed.

Closing the Interview and Evaluation

- Offer time for interviewee questions
- State the next steps to the interviewee (timeline, etc.)
- Be professional and have good etiquette
- Can do second round interviews if needed
- Post-interview evaluation
 - Rank the candidates on criteria you deem important
 - Candidates who “check the boxes” go to the next stage

Checklist

- Responsible
- Competent
- Teamwork

Question for You

Which of the following do you feel is the biggest issue in the current Missouri rural labor workforce?

- A. Drug use
- B. Alcohol abuse
- C. Crimes / criminal behavior
- D. Reliability / timeliness
- E. None of the above

Further Candidate Evaluation

Employers may use background checks, drug tests and reference checks to validate and gather information about their "fit" with the business.

Screening Type	Resources/Information
Reference checks	Prior employers or provided contacts
Online/Social media	Google, Facebook, Instagram, Twitter, LinkedIn, Whitepages.com, switchboard.com, 411.com
Public Databases	Missouri Hwy. Patrol Sex Offender Registry, Missouri Courts Case.net
Drug Testing	Could have pre-employment requirement; onsite testing kit or external testing specialist/lab

Employment Eligibility Verification

- Under federal law, all employees hired must verify authorization to work in the United States.
- I-9 Employment Verification Form
 - Paper Version (<https://www.uscis.gov/i-9>)
 - E-Verify System (<https://www.e-verify.gov/>)
- Form I-9 must be stored by the employer either for **three years** after the date of hire or for **one year** after employment is terminated, whichever is later.

Make the Offer

- Extend an offer to the most suitable candidate
 - OK to offer over the phone
 - Follow-up with written offer communication
 - Detail compensation, benefits, tasks, responsibilities and work schedule in written offer



New Hire Paperwork Filing

- Employer Identification
 - Federal Employer Identification Number (EIN)
 - Missouri Employer Tax Identification (DOR)
- Form W-4 - Federal income tax withholding
 - If employee doesn't fill out, withhold as if the employee is single with no allowances
- Form MO W-4 - State income tax withholding
 - If employee doesn't fill out, withhold at zero allowances at a single tax rate
 - Submit to DOR within **20 days** of hire

Employee vs Independent Contractor

- An independent contractor is *a worker not defined as employee under common law*
- Unemployment insurance, workers' compensation and tax responsibilities vary by worker classification.
- Use the IRS 20-point test to classify employees vs independent contractors
 - <https://apps.labor.mo.gov/forms/misclassify/>

Category	Independent Contractor
Behavioral Control	The employer provides the person with broad objectives and gives flexibility to meet those objectives.
Financial Control	Person provides own supplies and tools for the job. Profit and loss risk management is the working person's responsibility.
Type of Relationship	Person performs similar services for other people, often on relatively short-term or project basis.

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