# Introduction

The following template should be tailored by the individual farm to best suit the operation’s needs.

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# New hire checklist

## Before Employment

* **Basic Information to Give New Hire Before They Start**
  + When to arrive on the first day
  + Who to ask for upon arrival
  + What documents to bring on the first day (i.e. passport, driver’s license, or other identification from the I-9 acceptable documents list)
  + What to wear
  + Where to park
* **Inform other employees or family that a new employee will be starting on this date: \_\_\_\_\_\_\_\_\_\_.**
* **If applicable, ensure any materials and equipment are ready before the employee starts.**
* **Plan for safety and job training**

*The new employee will need to be trained, both to do their job and on safety procedures. Before they start their first day, the dairy owner / manager should be sure to have a plan for who will train the employee and when.*

## First Day

* **Introduce the Farm’s Mission, Vision, Culture and Identity**

*Upon the new hire’s arrival, give a warm welcome, an explanation of how the day will unfold, and take a few moments to explain the organization’s:*

* culture (organization background)
* values
* vision and mission (what you believe, how you operate and an explanation of your goals)
* **Review New Hire Paperwork**
* I-9 Employee Eligibility Verification
* W-4 Federal Employee Withholding
* state tax withholding forms
* work agreement and/or job description form (requirement varies by state)
* signed deduction authorizations (requirement varies by type and state)
* dairy cattle care ethics agreement
* **Review Company Policies and Procedures**

*Go over the dairy’s policies and procedures, using the employee handbook as a guide, if applicable. If the dairy requires the employee to sign an acknowledgment of policies or the handbook, be sure to give ample time for the employee to review the documents. Employees with low literacy may need to have the documents read out-loud. Dairy’s that often hire non-fluent English speakers should expect to translate written policies. Items that can be covered include:*

* work or shift hours
* overtime policy, if applicable
* leave: vacation, sick
* attendance and absences
* breaks
* drug-free workplace
* discipline procedure
* performance reviews
* discrimination and harassment
* safety policies and procedures
* training procedures
* animal care
* **Discuss Timesheets and Pay Schedule**

*If employees will be expected to fill out a timesheet or similar form to record hours, the owner / manager or supervisor should explain the procedure on the first day. The employee should be told the procedure for payment and the payday. If applicable, provide enrollment forms for direct deposits.*

* **Review Benefits and Related Forms**

*On the first day, the owner / manager or supervisor should discuss non-wage benefits that the dairy may offer, like health insurance or retirement plans. Enrollment forms should be shared with the employee with instructions on how to complete them and where to return them.*

* **Review the Job Responsibilities**

*Review the responsibilities of the employee’s new job. The written job description is a helpful guide to outline key duties and expectations. Some dairies may wish to have a new employee sign the job description to confirm their understanding of the role.*

* **Equipment**

*Give the employee the required equipment, including keys, cell phone. Complete all paperwork Review the pay and payment schedule. Make sure the employee signs the appropriate income tax forms. Have the new hire complete an emergency contact form.*

* **Welcome and walking tour**

*Conduct a walking tour of the dairy with the new employee. Point out important areas, like break areas, bulletin boards, and bathrooms. Show the employee the location where legally-required labor and safety posters are displayed. Introduce the new employee to staff – explain each person’s role and vice versa. Provide the new employee with an organizational chart, if available. Assigning a “buddy” to each new employee is helpful for answering simple questions that might come up in the first couple of months of employment.*

* **Schedule or conduct safety and job training**

*Some training may be conducted on the first day (especially safety training). Other training may happen over the course of the first few weeks.*