



SEASONAL HIRING ESSENTIALS

Seasonal hiring is evolving. The competition for workers gets tougher every year. So growers are evolving their seasonal hiring processes to secure large numbers of workers but stay out of the weeds of paperwork, missing/incorrect data and repetitive data entry.

Find out how you too can save time and money with our 12-step checklist:

- A. Rate your business for each of the questions below
- B. Choose a couple of 'Needs work' areas to focus on
- C. Head to our website www.picmi.io/essentials for tips and resources

RATE YOUR BUSINESS
(TICK THE BOX)

ATTRACT			NEEDS WORK	UNDER CONTROL	WE'RE ALL OVER IT
	1	HOW MANY AND WHEN	How clear are you on which roles you'll need, how many people for each role and the rough start/end dates?		
	2	RETURNING WORKERS	How easy is it for you to contact your past workers and get them signed up again?		
	3	JOB ADS & BOARDS	How up-to-date and compelling are your job ads? Does your job stand out from the crowd? Are you using all the available job boards and places to promote your jobs?		
	4	APPLICATIONS	How easy is it for job seekers to apply for your jobs? Are all the questions still needed? And how easy is it for you to track and process all the applications?		

ASSESS			NEEDS WORK	UNDER CONTROL	WE'RE ALL OVER IT
	5	KEY CRITERIA	How clear are you on the key criteria that are must-haves for a worker? The first two are generally being legally able to work in NZ and physically able to do the job. Any others?		
	6	FILTERING	How clear are you on other ways to filter out candidates? For example, checking their availability and assessing their attitude and willingness to work.		
	7	ELIGIBILITY	How easy is it for you to check people's legal eligibility to work in NZ? Is it stored in a way that is easy to check when needed?		
	8	RESPONSES	How quickly do you respond to job seekers to let them know if they have a job or not? Are you missing out on workers?		

ONBOARD			NEEDS WORK	UNDER CONTROL	WE'RE ALL OVER IT
	9	CONTRACT	How easy is it to create contracts for different workers? How easy is it for workers to understand and sign the contract?		
	10	INDUCTION	How easy is it to get workers across all of your induction materials—who's who, health and safety, training etc?		
	11	COMPLIANCE	How easy is it for you to provide the information that would be required in an audit?		
	12	PAYROLL & OTHER SYSTEMS	How easy is it to get the correct bank accounts, IRD details, phone numbers etc into your other business systems such as payroll and timesheeting?		