

RECRUITMENT TIPS & LINKS



GrainGrowers has collated useful tips and links to help you in the hiring process, including GrainGrowers resources and other useful information.

Finding the right employee

Hiring the right person starts with understanding the farm's needs. Here's how to break it down:

- **Define the Role** - Start by identifying what tasks need support. Are you looking for help with machinery, livestock, admin, or seasonal harvest?
- **Pinpoint the Skills Required** - List the specific skills needed for the job, such as tractor operation, record keeping or using chemicals for example.
- **Include certifications** - Highlight any required qualifications, such as ChemCert, in the job description.
- **Work Out Staffing Needs** - Decide how many hours or positions you need. Use Full-Time Equivalent (FTE) to estimate whether you need one full-time worker, two part-timers, or casual help.
- **Write a Clear Job Description** - Outline the responsibilities, required skills, and expectations. This helps attract the right candidates and sets clear boundaries from the start. You can download a template by clicking [here](#).
- **Showcase Your Farm Culture** - Highlight what makes your farm a great place to work, whether it's flexible hours, a supportive team, or opportunities to learn and grow.
- **Plan Your Hiring Timeline** - Think about your seasonal peaks and plan recruitment accordingly.

Understanding legal obligations

Ensure compliance with employment laws and standards.

- **Seek professional assistance** - It is strongly recommended to seek expert legal guidance whenever compliance is required.
- **Review the relevant Award wage** - If you're unsure of the relevant Award, [use the tool](#) the Fair Work Ombudsman developed to find your Award and associated wages.
- **Understand your legal obligations and responsibilities** - The [Fair Work Ombudsman](#) site is the key point of reference for wages, minimum hours and allowances, while the [Australian Tax Office](#) covers superannuation and taxation.
- **Compare market rates for key roles** - [GrainGrowers' Pilot Remuneration Benchmarking Report](#) can provide an indication of salaries, wages and benefits commonly provided for key grain farm roles in 2025.
- **Set up compliant record-keeping systems** - There are [legal requirements](#) associated with ensuring proper documentation of staff working hours and pay.

Planning and executing a recruitment process

Plan carefully at every stage to ensure you bring in the talent your farm needs.

- **Where will you hire from?** - You can search for talent either locally or internationally. Refer to [GrainGrowers' visa resource](#) for assistance with overseas hiring.
- **What will your preferred recruitment channels be?** - You can use a wide range of sources such as social media, recruiters, and online platforms.
- **How will you evaluate candidates?** - Develop a structured evaluation process (e.g. interview questions, scoring criteria). A template can be found [here](#).
- **Communicate timelines and expectations clearly to applicants.**
- **Notify unsuccessful candidates** on the outcome of their application, and share the reasoning that guided your decision. While unsuccessful in this instance, applicants may still have a lot to offer to your business in the future.

Preparing for employee induction

Ensure a smooth and safe onboarding experience.

- **Review and update your Work Health and Safety (WHS) procedures** - [SafeWork Australia](#) has developed resources for people working in agriculture to help you in your review.
- **Provide all necessary safety equipment and training** - Ensure your workers are equipped to complete the tasks they need to undertake. You can use [GrainGrowers' Farm Safety Workbooks](#) (available in multiple languages) for overseas workers.
- **Create a structured onboarding and training plan** - A structured onboarding experience will benefit both you and your employee in the long run. You can use [this resource](#) to help develop your plan.
- **Notify professional advisors (e.g. accountants) of staffing changes**- Significant staffing changes may change the way your business needs to adhere to legislation.
- **Seek legal advice** before making changes to contracts or terminating staff.

Maintaining and improving employment practices

Stay competitive and foster a positive work environment.

- **Regularly review** and update recruitment strategies.
- **Promote employee engagement** and retention through a supportive workplace culture.
- **Monitor industry trends** and adjust your practices to keep and attract talent.



GROWER CASE STUDY: DANIEL KEAM WARRACKNABEAL, VIC

What did you include in your job ad to help attract the right applicants?

Beyond salary, we focused on location, hours, and providing a clear job description. It was important to us to bring in someone who was beginning their career, so we could invest in proper training. The successful candidate began work during a quieter period, which allowed us to comprehensively train them on our systems and processes. We set clear expectations for their workload, included a probationary period, and linked pay increases to demonstrated success.

What tools do you use to make your recruitment and employment practices easier?

We engaged a recruitment agency to manage our hiring process. They handled reference checks, shortlisted candidates, and coordinated interviews, saving us time and effort. The entire process took about three to four weeks.

Using a recruiter was new for us. The recommendation came from other growers and their employees, who had positive experiences with the same agency. Based on our experience, we'd be happy to use a recruiter again for future hires.

What tips or advice would you give to other growers struggling to find or keep good staff?

Be flexible and listen to your workers' needs, especially those with young families. Supporting work-life balance helps with employee retention. By actively supporting our staff and responding to their needs, we've created a workplace where people genuinely look forward to coming each day.

About GrainGrowers

GrainGrowers is a national organisation working to enhance the profitability and sustainability of Australian grain farmers. This is achieved through policy and advocacy, grower engagement, thought leadership and active investment in future focused activities for all growers. Australian growers are at the heart of all that GrainGrowers does.


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