

Interviewing

Resume Screening

The goal of screening resumes is to select the most qualified applicant to interview, so you do not waste your or the applicants' time interviewing candidates who are not suitable for the job. Take the time to create a screening checklist. Using the job description, list the skills, experience, education required. Compare each candidate's qualification with the checklist to help determine who you would like to interview.

Interviewing

Job interviews allow employers to get to know the candidates and assess whether their skills and qualifications fit with the needs of the position, current team, and the culture of the business.

Have a current job description and a list of questions prepared and ask each candidate the same questions and make notes on their responses. This will help you remember to cover everything and make it easier to compare responses between candidates.

Even if the candidate has little or no farm experience, it's still important to ask them about previous positions to gain an understanding of their skills and how they handle challenges. It's best to include behavioral questions, which often start with "Tell me about....". These questions help to get the candidate talking and hopefully share specific and relevant information. Questions like "Tell me about a job you didn't like", "Tell me about your favorite supervisor, and what made them your favorite?", can be useful.

How Much to Talk

Try to avoid doing all the talking. The best interviews follow the 80/20 rule with the candidate doing 80 percent of the talking. Be prepared to rephrase a question if the individual gives a short or incomplete response. Be patient and give them time to formulate their thoughts and get comfortable sharing.

Interview Length

Make sure to leave adequate time at the end of the interview for the candidate to ask you questions. The best job candidates will ask you questions because they are genuinely interested in the position. A potential red flag would be candidates that have no questions or questions that sound "canned", particularly if it's regarding something you've already covered with them.

Ensure Human Rights Compliance

To protect both you and the candidate's rights, it is important to be familiar with the fundamental principles of human rights legislation and how it applies in the context of job interviews and ensures that questions you ask are not viewed in any way as discriminatory. Human Rights legislation prohibits discrimination based on a series of protected grounds (e.g. race, religion, age, sex, physical disability, sexual orientation). Interview questions and rationale for candidate selection should focus strictly on determining the applicant's ability to perform the essential duties of the position and should avoid these protected grounds.

Closing the Interview

Finally, close the interview with next steps. If you will be narrowing the candidate pool for second interviews, let them know that. Give the candidate an expectation of how and when they will hear from you.

If you have a viable “second choice” candidate, it’s best to hold off notifying them until you have an accepted offer from your first choice. That way you can avoid the awkward conversation of asking a previously rejected candidate if they are still interested in working for you.

See our Interview Questions Template for a sample of interview questions. Contact your HR Consultant for more information or if you have any questions.



This program is funded by the Government of Canada
and the Province of British Columbia.

The Human Resources for BC Agriculture Program is funded by the Government of Canada and the Government of British Columbia through the Agriculture Workforce Development Initiative. The initiative is delivered by IAF.