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# AG HELP WANTED

## Guidelines for Managing Agricultural Labor

[AgHelpWanted.org](http://AgHelpWanted.org)

Published by the Western Farm Management Extension Committee

The increasingly competitive nature of agricultural business has magnified the need to operate efficiently, make good use of all available resources, and minimize unnecessary expenses. Because the performance of people who work on farms and ranches is critical to these objectives, it has never been more important to manage them well.

*Ag Help Wanted: Guidelines for Managing Agricultural Labor* is for owners and managers at every level of agricultural and horticultural operations. Oriented to those in the western United States but applicable more broadly, this handbook contains ideas and practical guidelines for:

- Planning the division and coordination of work
- Recruiting and selecting employees
- Supervising, training, and motivating employees
- Appraising and correcting performance
- Communicating effectively with employees and others

**“In all agricultural production and processing, people make the system run.”**



**"Sound personnel management contributes to better productivity, lower costs, and other results that benefit both agricultural producers and their employees."**



#### **What's in *Ag Help Wanted*?**

*Ag Help Wanted* is designed for use in a variety of ways. It can serve as a reference to help cope with problems that arise, a source of ideas for improving management policies or practices, and a base for systematic study of human resource management in agriculture. This full-color, 250-page handbook presents principles, practical examples, legal considerations, and leads to additional references in six chapters:

- Roles and Responsibilities of an Agricultural Employer
- Organizational Planning
- Staffing the Farm Business
- Supervising Agricultural Work
- Managing Employee Performance
- Communication and Problem Solving



**"A business is as good as its employees; and the quality of employees speaks volumes about management."**

*Practical Ideas*—Numerous examples throughout the chapters illustrate concepts, suggest effective ways of avoiding or dealing with common problems, and provide points of comparison for readers reviewing their own operations. In addition, a separate section of "Ideas in Practice" tells how several farm and ranch employers have successfully applied labor management ideas to reduce risks or improve operational results.

#### ***And if all this isn't enough ...***

The *AgHelpWanted.org* website, referenced frequently in the book, offers supplementary material, including:

- Sample forms, posters, and checklists
- Articles and reports that elaborate on topics the book introduces
- More examples, short cases, and points for discussion
- Links to public agencies and service organizations that assist compliance with laws and regulations