

THE FARMER'S JOB HUNTING WORKBOOK

A New Career Beyond The Farm's Fences



WISCONSIN
Farm Center



Welcome!

At some point in time, most people face situations which force them to find a new approach to their lives and businesses. In farming, these changes may require seeking off-farm employment to supplement the farm's income or, in some cases, exiting farming altogether. Regardless of your circumstances, this workbook is for you.

The purpose of this book is to help farmers that are considering a change in employment to build a new career beyond the farm's fences.

This workbook is organized in a sequential manner intended to walk you from a starting point of "thinking about change" all the way to the concrete steps involved with implementing the change. Where you decide to begin in the book depends on where you are in this journey. Work through it at your own pace, using the tools, worksheets and advice as you determine best fits your unique situation.

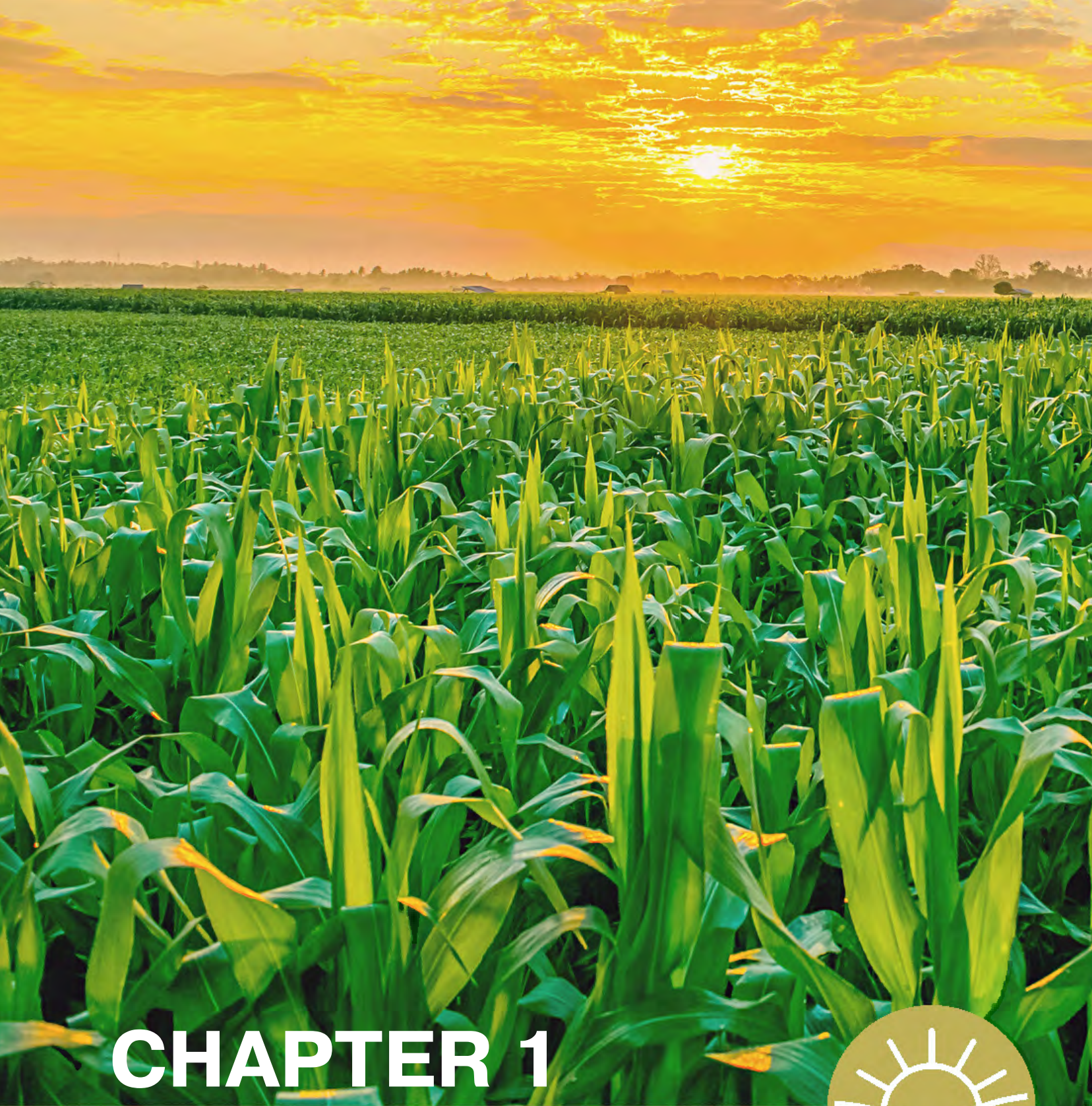
Always remember that you are not alone in this journey. The Wisconsin Farm Center at the Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP) is here to help. We provide financial and business consultation, succession and transition planning, conflict, legal, and financial mediation, herd-based diagnostics, veteran farmer assistance, and the Farmer Wellness Program. Feel free to contact us through email at farmcenter@wisconsin.gov, on our toll-free number at 1-800-942-2474, or visit our website www.farmcenter.wi.gov for more information.

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CHAPTER 1

CHANGE



Farming is more than an occupation. It is a way of life that defines who we are. For this reason, making the change to working off the farm can be a difficult transition. Whether you are seeking supplemental off-farm income or a career after farming, your decision is complex and should be approached with careful consideration.

The first step in this process is to identify why you are considering a change. Use this chapter to explore the reasons you might make a change and how this will impact your life.

REASONS TO MAKE A CHANGE

___ 1. Your Life Has Changed

When you chose to farm, your personal life may have been different than it is today.

Examples of Changes: Marital status, children, health issues (for you or family members)

___ 2. The Job Outlook Has Worsened

Due to changes in the industry with farm technology, the economy and resource availability, you are unable to continue farming like you did before.

___ 3. You Are Experiencing Burnout

You used to love getting up and going to work and no longer feel that way, or your body can no longer endure the physical or mental requirements of your job.

___ 4. Your Job is Too Stressful

Farming can be stressful to the point that it affects other areas of your life. How it affects you is a good way to measure whether or not a change is necessary.

___ 5. You Want or Need to Earn More Money

Keep in mind there are times when no amount of money can bring you happiness. Your "fit" on the job is the most important factor in being happy and satisfied.

___ 6. Other Reasons: _____

Rank the top three reasons in order of importance by placing the item number in the first blank. Then, describe your personal situation for each in the long blank next to it.

___ - _____

___ - _____

___ - _____

Knowing why you want change will help you figure out the best career or job options for you.



RISK TAKING

When making a big life change, you are often taking a risk. The exercise below is designed to help you explore whether a particular risk is reasonable for you. Use it to help weigh the risk involved with the important choices you are facing.

1. What change are you thinking about making? Be as specific as possible.

2. What results are you are hoping to achieve?

3. Do you have other options? What are they?

4. What concerns do you have about taking this risk?

5. Evaluate your strengths and weaknesses. How would they help you or hinder you?

Strengths: _____

Weaknesses: _____

6. What will you gain from taking the risk?



7. What could you lose?

8. How could you minimize the loss?

9. What is the worst thing that can happen? Can you live with it?

10. What happens if you do not take the risk?

11. Are you taking the risk for only yourself? If not, for whom and why?

12. Who is in your support system to help you if you take this risk?

13. How do you feel about the decision? Does it feel "right?"

14. Is this a good time to act? If not now, when?



Change is never easy, and it is important to know how much risk you are willing to take and how you feel about it.

Potential Positive Impacts of Making a Change

- I/my family will feel better mentally.
- I will feel happier.
- I will feel better physically.
- I will be more financially stable.
- I will have more time to spend with family and friends.
- I will have more stability in my schedule.

QUESTIONS TO ASK YOURSELF

Family

1. Have I included my family in the decision-making?

Major life decisions affect all family members, so it is important to include your family in planning off-farm employment. The family needs to outline its goals, and each member needs to voice their individual concerns and goals. Children may wonder: if a parent works off the farm, will it mean more on-farm work for the child? How would extra work on the farm impact school or time with friends? If parents are considering leaving farming entirely, a reasonable question might be, "where will we live?"

2. Is everyone on the same page?

Not everyone will agree on every decision. However, when you collectively reach a final decision, it is important that everyone supports it and works toward a common goal. Communication is a big part of making change work. Problems do not go away just because we don't talk about them or pretend that they do not exist. Hearing everyone's opinion without becoming angry or defensive is important in making a big decision.

Financial

1. Have I checked in with my lender(s) and other creditors?

Creditors do not like surprises. As you develop your plans for major business and life changes, do not forget to include your lenders and creditors in your plans. Communication is the key here. In this situation, you may also need to explain your circumstances in detail to your lenders or creditors.

2. Have I reviewed how my proposal will affect me from a tax standpoint?

Changes in a farming operation offer the opportunity for deferral of taxes. Scaling back or transferring capital assets triggers the potential for capital gains taxes. It's important not to make changes in the farming operation before considering what the income tax implications will be.



3. Are there other resources that could help in this process?

If a second opinion is helpful prior to reaching out to your creditors, lenders, or tax professionals feel free to contact the Wisconsin Farm Center at (800) 942-2474. Consultants are available at no charge to help Wisconsin farmers review existing or future plans as well as brainstorm next steps and potential business impacts.

Personal

1. Have I prepared a set of long-term and short-term goals?

A major life change, such as working off the farm or leaving farming altogether, will have both short-term and long-term implications. Have you thought them through? Have you made plans for what you would like to have happen in both the long-term and short-term? It is important that your short-term and long-term goals fit one another.

2. Have I made plans for life after farming?

Whether a farmer is retiring or making a career change, a major life decision is involved. Careful planning for life after farming can help you adjust to a very different lifestyle and income stream.

Change can be stressful, and stress is a barrier to clear thinking. As you plan for your employment change, it is important that you recognize the signs of stress and depression. Read the following pages to become aware of the signs and develop a plan of action should you recognize any of these signs within yourself, your family or your friends.



Notes



SIGNS OF FARM FAMILY STRESS

Due to weather, market fluctuations, long hours and other circumstances, farming is a stressful occupation. Farmers are resilient, but stress can take a toll if it is unmanaged. There are several signs or symptoms that appear when a farm family may be stressed and in need of help. These may include:

___ 1. Changes in Routine and Social Isolation

You and/or family member(s) stop attending church, 4-H meetings, and other events or groups that you used to. You no longer stop in at the local coffee shop or feed mill to chat, and feel distant.

___ 2. Increases in Illnesses

You and/or family member(s) may experience more upper respiratory illness (colds and flu) or other chronic conditions (aches, pains, persistent coughs).

___ 3. Farm Appearance Declines

Your family no longer takes pride in the way that farm buildings and grounds appear, or no longer has time to do maintenance work.

___ 4. Livestock Care and Crop Care Declines

Cattle may not be cared for in the usual way. They may lose condition, appear frail, or show signs of neglect. Crops may not be cared for in the usual way. You may experience difficulties getting crops planted within the desired time, limited control of weeds and pests, and overall decline in the condition of their crops, unrelated to weather or other natural circumstances.

___ 5. Increase in Farm Accidents

The risk of farm accidents can increase due to fatigue or limited ability to concentrate. Without adequate childcare, children may also be at higher risk.

___ 6. Children Show Signs of Stress

Farm children may act out, show a decline in academic performance, or be increasingly absent from school.

SIGNS OF BURNOUT

Job burnout is a form of physical and mental fatigue that can result from highly involved and demanding work. With the long hours and unpredictability that comes with farming, job burnout is something that farmers may experience. Burnout, when left unmanaged, can lead to more serious physical and mental health concerns like heart disease and high blood pressure.

Symptoms of Job Burnout:

- Headaches
- Stomach and bowel problems
- Low energy
- Sleep changes
- Lack of concentration
- Pessimistic attitude toward job
- Lack of motivation at work
- Irritability/impatience
- Unsatisfied with successes
- Alcohol and substance use

SIGNS OF CHRONIC, PROLONGED STRESS

Chronic, prolonged stress occurs when a person is under stress for long periods of times. You may show signs or symptoms including: (Check all that apply)

Physical		Emotional		Behavioral		Mental		Self-Esteem	
<input type="checkbox"/>	Headaches	<input type="checkbox"/>	Sadness	<input type="checkbox"/>	Irritability	<input type="checkbox"/>	Memory loss	<input type="checkbox"/>	"I'm a failure"
<input type="checkbox"/>	Sleep disturbances	<input type="checkbox"/>	Depression	<input type="checkbox"/>	Backbiting/ Gossip	<input type="checkbox"/>	Lack of concentration	<input type="checkbox"/>	"I blew it"
<input type="checkbox"/>	Eating irregularities	<input type="checkbox"/>	Bitterness	<input type="checkbox"/>	Passive-aggressive	<input type="checkbox"/>	Inability to make decisions	<input type="checkbox"/>	"Why can't I...?"
<input type="checkbox"/>	Backaches	<input type="checkbox"/>	Anger	<input type="checkbox"/>	Withdrawal				
<input type="checkbox"/>	Ulcers	<input type="checkbox"/>	Anxiety	<input type="checkbox"/>	Acting out				
<input type="checkbox"/>	Frequent illness	<input type="checkbox"/>	Loss of spirit	<input type="checkbox"/>	Alcoholism				
<input type="checkbox"/>	Exhaustion	<input type="checkbox"/>	Loss of humor	<input type="checkbox"/>	Violence				

How many of these have you checked? ____

How many of these could also apply to a family member? ____



These symptoms are beyond what family and friends are qualified to deal with. For help coping with stress, contact your doctor, clergy, or the Farm Center's toll-free number **1-800-942-2474**, or email farmcenter@wisconsin.gov.

SIGNS OF DEPRESSION AND SUICIDAL INTENT

The greater the number of signs or symptoms a farm family member is experiencing, the greater your concern should be. In addition, if farm family members are exhibiting the following signs of depression or suicidal intent, it is important that they are linked with help as soon as possible.

All cries for help should be taken seriously.

Please call **9-8-8** if you are feeling suicidal.

Call the 24/7 Farmer Wellness Helpline if you need to talk to a stress counselor: **1-888-901-2558**

Signs of Depression:

- Appearance: Sad face, slow movements, unkempt look
- Unhappy feelings: Feeling sad, hopeless, discouraged, listless
- Negative thoughts: "I'm a failure," "I'm no good," "No one cares"
- Reduced activity: Doing anything takes too much effort
- People problems: "I don't want anyone to see me," "I'm so lonely"
- Physical problems: Sleep problems, decreased sexual interest, headaches
- Guilt and low self-esteem: "It's all my fault," "I should be punished"

Signs of Suicidal Intent:

- Severe, intense feelings of anxiety or depression
- Withdrawal, isolation, lack of a support network
- Powerlessness, feelings of helplessness and hopelessness
- Alcohol abuse
- Previous suicide attempts
- Frequent or constant thoughts with a specific plan to commit suicide
- Cries for help, making a will, giving possessions away, making statements like, "my family would be better off without me"

Family Members:

If someone is showing signs of suicidal intent, it is crucial to talk to them about it. This can be a difficult conversation to have, but it is an essential first step in getting the person the care that they need. By asking about suicide, you are NOT increasing the person's risk of suicide and are instead taking important steps to reduce and prevent it. Ask if they are considering suicide, if they have a plan, or have started taking actions that set the plan in motion. Be a nonjudgmental listener and support the person in their journey to receiving care. This support could include helping them find a



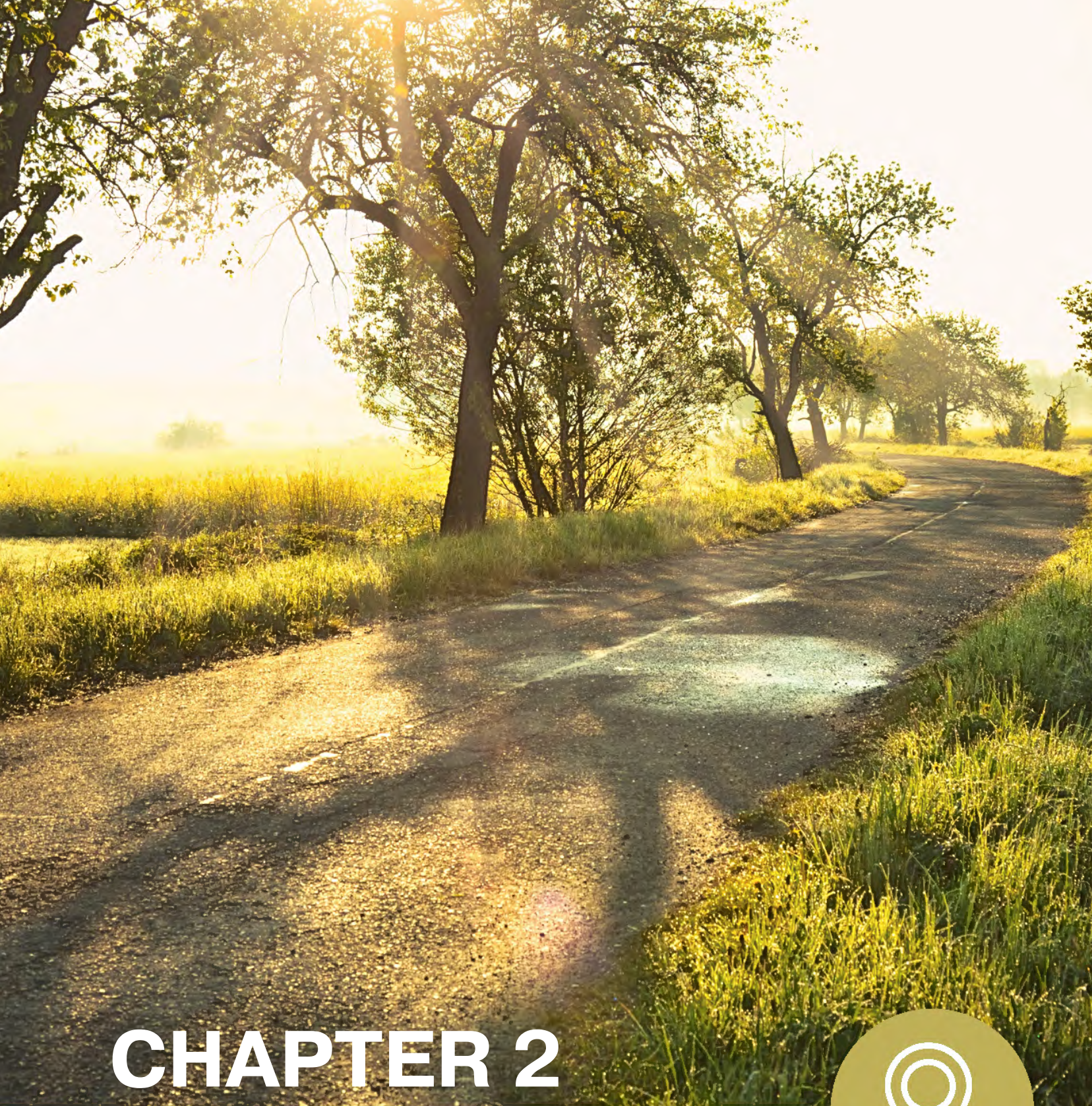
counselor or trusted person, going with them to a counselor or trusted person, or making sure that they do not have the means (ex: weapons, ropes, medications, etc.) to complete suicide. If you have any questions or need help, call the National Suicide Prevention Lifeline at **9-8-8** or Farmer Wellness Helpline at **1-888-901-2558**.

Farming is closely tied to a personal identity. Without the farm, a person may lose a sense of who they are. It is important to realize that this fear of loss may be just as serious as the actual loss itself.

It is important to make sure that you know where help is available. Asking for the help and support that you need shows strength and courage. Offer your support to loved ones as they reach out to make the necessary contacts and ask for their support when you ask for help.



Notes



CHAPTER 2

STARTING THE JOURNEY





You've already made enormous strides by deciding to make a career change. Whether you are looking for an off-farm job to supplement your income or to completely change careers, change can be stressful, and it is important to manage that stress as best as you can. This chapter also explores goal setting, which helps you identify and take concrete steps toward achieving your goals. Take some time to read through and implement the strategies below.

HEALTHY STRATEGIES FOR DEALING WITH STRESS

Watch What You Eat

Farmers do not always eat right, especially during spring planting season and harvest times when they are in a hurry to get the work done while the sun is shining or before the snow flies. Coffee and rolls or soda and candy bars frequently become the norm during these crunch times. A diet of empty calories like this can result in caffeine and sugar highs and the lows. If you find that you need more and more coffee, donuts, soda, candy bars, and chips to keep your energy up, you should consider a major change in your diet. Some simple guidelines include: eating a good breakfast and at least one other balanced meal each day, cutting back on caffeine and highly refined carbohydrates, reducing saturated fats, getting plenty of fruit and vegetables and including fiber in your diet. This diet will result in sustainable energy levels rather than the peaks and valleys that will eventually cause energy crashes and depressed moods. For more information, visit the following website: www.myplate.gov.

Get Regular Exercise

Farmers frequently say, "I get plenty of exercise on the farm." While there is some truth to this, the increased repetitive use of machines when farming can make it difficult to get exercise. A lack of exercise can cause headaches, backaches, depressed moods, anxiety attacks and insomnia. Fortunately, there are simple ways to work exercise into your already-packed day:

- Walk whenever you can. Walk from the farmstead to the field and from the far end of a parking lot to your church or implement dealer's door. Take a walk with your spouse in the early morning or after lunch.
- Do stretching exercises to stretch out all of the muscles between your head, neck, shoulders, and lower back. Tense muscles can cause headaches and backaches, and stretching exercises can prevent this problem.
- Jog, swim, go for a bike ride, or participate in other kinds of exercise that help you keep your body fit and mind sharp.

Use Positive Self-Talk and Gratitude

When we find ourselves in difficult or stressful situations, negative self-talk can kick in. Mastering the fine art of transforming negative self-talk into positive self-talk can be one of the most powerful strategies we have for staying up in a down economy. The first step is to recognize the negative self-talk when it occurs. Five of the most common forms of negative self-talk are swearing, "shoulds" and



“oughts,” assuming things will turn out negatively, putting yourself down, and blaming others. If you hear any of these things going through your head, say: “STOP!” Reframe the self-talk using more positive language. When you use positive self-talk, you allow yourself to accept the situation, nurture yourself, view the situation as a challenge you can handle, and act with courage. Positive self-talk might sound like this: “This is part of the challenge of farming... but I don’t have to worry. I’m a skilled person and I can rise to the challenge. If I do _____, I’ll be on my way to dealing with the situation.”

In stressful times, it is easy to think negative thoughts and forget what is going well. One technique is to focus on the small things in your life that you are grateful for. This shifts your mindset from a more negative to a more positive outlook, and it reminds you of the resources and strengths that you can access. A good place to start is to ask yourself a few questions:

What is one thing that went well today/this week?

Who is someone that I am thankful for today/this week?

What is one thing that I am grateful for today/this week?

Practice the Art of Relaxation and Mindfulness

When we are stressed out, our blood pressure rises, heart rate accelerates, metabolism speeds up, muscles tense up, and breathing becomes fast and shallow. In short, our bodies are gearing up to fight or to flee the situation. In addition, we often freeze; becoming paralyzed or immobilized and simply unable to act. Practicing relaxation on a regular basis can help farm family members get past the fight, flight, or freeze response.

The relaxation response requires four things: a quiet environment, comfortable position, passive attitude, and a mental device. In practice, it amounts to getting comfortable in a peaceful, quiet setting, closing your eyes, taking a few deep breaths, letting your muscles relax completely, and visualizing yourself in a peaceful, relaxed setting for a brief period of time. This activity, if practiced daily, can help farm family members feel more relaxed and centered. Try to find a time when you can take five minutes to find the peace that relaxation can bring.



Mindfulness is about remaining in the present moment and not spending too much time ruminating about the past or future. This stress relieving practice can be adapted and personalized to fit your needs and schedule, and is an easy way to ground yourself. The following activities can be done anywhere.

5 Senses	Body Scan	Mindful Breathing
<p>What is it? The 5 Senses Activity helps you connect to your senses and the environment around you. It grounds you in the present.</p>	<p>What is it? A body scan pays attention to the different parts of body, indicating areas of pain and allowing relaxation.</p>	<p>What is it? Mindful breathing is an exercise that helps calm the mind by bringing your attention to the breathing process.</p>
<p>How do I do it? Take in your environment and observe what your senses are telling you.</p>	<p>How do I do it? You can either lie down or sit in a chair for this activity. Start with some deep breaths and try to focus on your breathing.</p>	<p>How do I do it? Start by taking some depth breaths for about one minute. During this time, reflect on what you are feeling and what thoughts and emotions are present.</p>
<p>What are five things that you can see?</p>	<p>Next, focus on your overall body and how it feels. Is it sore? Is it hot or cold? How do your clothes feel against your body?</p>	<p>For another minute, simply focus on breathing deeply.</p>
<p>What are four things that you can touch/feel?</p>	<p>Pick a part of your body to start with. Some people like to start with the head and go down their body while others start at their feet at move upwards. Is this part of your body stiff, sore, or in pain?</p>	<p>Finally, while continuing to deeply breathe, focus on your body and how it feels.</p>
<p>What are three things that you can hear?</p>	<p>Move to the next body part. How does this one feel? Continue this process until you have scanned all body parts.</p>	
<p>What are two things that you can smell?</p>	<p>Example: Head ➡ Neck ➡ Shoulders ➡ Arms Hands ➡ Chest ➡ Stomach ➡ Back ➡ Butt ➡ Legs ➡ Feet</p>	
<p>What is one thing that you can taste?</p>		



Talk With Family Members

When we experience stress, we often fail to talk with the most important people in our lives. It happens for many reasons: we may be embarrassed by the situation, we may feel we have failed our family, or do not know what to say or how to say it. Chances are family members already know there are problems. It is better to talk openly with family members. It will help you get concerns/frustrations off your chest and you may be able to solicit their help in resolving issues. Your children can assist by pitching in to help with the work or by cutting back on family expenses. Adult brothers and sisters can assist by providing labor or extending the provisions of a farm purchase agreement. Parents can also help if they know the situation you are facing. So, summon your courage and share your situation in an honest way that is sensitive to the concerns family members may have. It could be one of the most helpful conversations you can have.

Build a Positive Support System

One of the most common responses when farm families find themselves in long-term stressful situations is to withdraw or pull back from their social support system—family, friends, neighbors, church, school, and farm organizations. This is a common response, but it's not a healthy one. Family, friends, neighbors and other people or organizations provide us with one of the best buffers for stress. They allow us to vent feelings or get things off our chests, to solve problems and explore options and to identify resources that can be helpful in difficult situations. You don't want to share your problems with everyone you meet (the grapevine works quite well in rural communities!), but it can be helpful to share problems and concerns with people in a position to be helpful: a trusted friend, your pastor, your veterinarian, your University of Wisconsin-Extension agent or technical college farm training specialist, your DHI representative, your artificial inseminator, or your local feed dealer. Build a support system that works for you by building a trusting relationship with people who are in a position to help you succeed in farming.

Learn to Deal with Conflict

Farmers can find themselves in conflict with creditors, farm inspectors, power plant representatives, state food safety staff, natural resources staff, and any number of other people. If a farmer responds in a negative way to creditors or regulatory staff, the sparks can fly and the farmer may later regret his impulsive action. A few guidelines are in order for dealing with conflict:

- Talk directly with the other person. Don't avoid or go around the person you are in conflict with or it will make the situation worse. If you have overdue bills, talk to your creditors, share your situation with them and offer to work out a repayment plan.
- Choose a time that works for both of you. Be considerate of the other person's schedule and find a time when you can truly focus on the issues to be discussed.
- Take a listening stance into the conversation. The other person will be more likely to listen to you when you have demonstrated that you've heard what he/she has said.
- Be assertive but not aggressive. Make sure you help the other person understand your perspective on the issue and assert your needs in the situation.



- Talk it all through. Don't avoid uncomfortable issues or they will come back to haunt you.
- Identify mutually agreeable solutions. Strive for win/win solutions and keep talking about options until you find one that will work for both of you.
- If the stress of any conflict is too much, reach out for help. The Wisconsin Farm Center offers free mediation services to farmers and has Mediators available to help settle difficult conflicts. Call the Farm Center for more information: 1-800-942-2474.

Take Time to Laugh and Play

When times get tough, farm families tend to work harder—they farm more acreage, add more livestock, start a new enterprise or business, or do all of these things. When they do this, they may become exhausted and lose their sense of humor and perspective. It is important to take time to laugh, to play, and to engage in fun activities or recreation. Fun activities do not need to be expensive. It can be as simple as getting together with other farm families for a meal, a movie, or game of cards. By getting together with other farm families you are also strengthening your support system.

GOAL SETTING

The best part about a career change is that you have the opportunity to take on a new adventure and set new goals to work towards. Goals give us direction in life by keeping us moving in the direction we want to go and telling us when we get there. Setting goals now will help you feel more confident in the job hunting process and give you a clear vision of what to work toward.

Developing Your Goals

Goals are more likely to be reached if they follow the S.M.A.R.T. goal format.

S – Specific

M – Measurable

A – Action-Oriented

R – Relevant

T – Timely

Use the following worksheets to help you develop at least one short-term goal and one long-term goal using the S.M.A.R.T goal format. After you have completed this goal setting exercise, refer back to these worksheets regularly to ensure you are on the right track to success and alter your course of action or deadlines if necessary. See the example on the next page.



S.M.A.R.T. GOAL WORKSHEET

SHORT-TERM *(smaller, italic text gives examples of what your goals could look like)*

Step 1: Write down your goal in as few words as possible.

My goal is to: *find supplemental work*

Step 2: Make your goal detailed and SPECIFIC.

Who: *I*

What: *will apply for three part-time jobs*

When: *in the next month (July)*

Where: *within a 20-mile radius of my farm*

Step 3: Make your goal MEASURABLE.

I will measure / track my goal by using the following methods: *tracking the status of my job applications (How many steps/sections of the application have I completed? How many applications have I completely finished?)*

I will know I've reached my goal when: *all three applications are finished and turned into the right people*

Step 4: Make your goal ACTION-ORIENTED.

HOW will you reach this goal? List at least three steps you need to take to accomplish this goal:

1. *Find jobs to apply for (will look at local listings, online, etc.)*



2. Make sure I have all necessary information for the applications (work history, potential references, identification documents, etc.)

3. Fill out and turn in the applications

Step 5: Make your goal RELEVANT.

Why do you want to reach this goal? *To ensure that my farm can continue at its current capacity, I need to get supplemental employment*

Step 6: Make your goal TIMELY.

I will reach my goal by: ___ / ___ / ___
July 15, 202X

I will have completed _____ step by ___ / ___ / _____.
first step by June 25, 202X

I will have completed _____ step by ___ / ___ / _____.
second step by July 2nd, 202X

I will have completed _____ step by ___ / ___ / _____.
third step by July 15, 202X



S.M.A.R.T. GOAL WORKSHEET

LONG TERM *(smaller, italic text gives examples of what your goals could look like)*

Step 1: Write down your goal in as few words as possible.

My goal is to: *transition my current farm (both crop and dairy farming) to only crop farming*

Step 2: Make your goal detailed and SPECIFIC.

Who: *My spouse and I (owners of the farm)*

What: *will have an exclusively crop-based operation (corn, soybeans, etc.)*

When: *in 3 years (July 15th, 202X)*

Where: *on our farm*

Step 3: Make your goal MEASURABLE.

I will measure/track my goal by using the following methods: *keeping a written record on actions I have taken on my goal (when I take a step to reach my goal, I will log it in my designated planning notebook)*

I will know I've reached my goal when: *the products that my farm produces are strictly crop based (instead of some crops and dairy products)*

Step 4: Make your goal ACTION-ORIENTED. *for this goal, there would be more than three steps (start with what you will do first and once you reach these, assess what needs to happen next and make more steps)

HOW will you reach this goal? List at least three steps you need to take to accomplish this goal:

1. *Make a detailed plan of what/how I want my future crop farm to operate. (What will I plant? Cash crops, specialty*



products, organic crops, etc.? How many acres can I operate? What are the costs? What are the benefits? What would success look like?)

2. Assess the resources my farm has for an exclusively crop based operation (What do I already have—machinery, buildings, land, etc.? What will I need?)

3. Create a plan for getting rid of dairy farming resources (What can I sell—cattle, machinery, equipment, etc.? If I cannot sell something, what other options are there?)

Step 5: Make your goal RELEVANT.

Why do you want to reach this goal? *My spouse and I are getting older, and it is harder to milk and keep up with the dairy side of our farm. However, we still can work on the crop side and are not ready to retire yet. We want to make this transition to crop based farming because we are focusing on our health and the needs of our family.*

Step 6: Make your goal TIMELY.

I will reach my goal by: ___ / ___ / ___

July 15th, 202X

I will have completed _____ step by ___ / ___ / ___.

First step by October 15th, 202X

I will have completed _____ step by ___ / ___ / ___.

Second step by January 15th, 202X

I will have completed _____ step by ___ / ___ / ___.

Third step by April 15th, 202X

**After this, I will assess my goal's progress and make more steps.*



CHAPTER 3

PERSONAL INVENTORY





VALUES INVENTORY

We all have a core set of values or beliefs and ideas that are most important to us. Values are essential to personal happiness and satisfaction. It's important to take your values into account when you are considering a career or job change to help determine whether you will be happy with your new job.

Below is a list of values. Read each value and decide if it is of high, moderate, or low importance to you. Place an "X" in the appropriate box to mark your response.

1. The core values that are important in my life are:

Achievement: Being able to meet my goals

Balance: Time for family, work and play

Independence: Control of my own destiny

Influence: Able to have an impact on others

Integrity: Standing up for my beliefs

Honesty: Telling the truth and knowing that others are truthful

Power: Control over others

Respect: Care and trust of self and others

Status: Being seen as powerful and important

High	Moderate	Low

2. I value work environments that are:

Fast Paced: Work where many things happen at once

Flexible: Work that is not set to a specific schedule

Intellectually Challenging: Work that uses my brain

Nearby: Work that is within an easy commute

Predictable: Work where I know what will happen each day

High	Moderate	Low



Quiet: Work where there are few disruptions during the day

Relaxed: Work with little pressure to get things done

Structured: Work that is organized and time specific

Open Scheduled: Work where you set your own schedule

High	Moderate	Low

3. I value work interactions with people who support:

Competition: Work where I compete with others

Friendship: Work where I socialize with my co-workers

Leadership: Work where good leaders run the organization

Management: Work where there is strong management

Communication: Work where information is shared with employees

Recognition: Work where I am appreciated and acknowledged

Support: Work where I am supported and can support others

Teamwork: Work where working together is important

Trust: Work where we can count on each other

High	Moderate	Low

4. I value work activities that are:

Analytical: Work that requires interpretation of data

Challenging: Work that is mentally or physically challenging

Creative: Work that uses imagination and creative talents

Helpful: Work that helps other people

High	Moderate	Low



	High	Moderate	Low
<i>Leading Edge:</i> Work on new and innovative products and projects			
<i>Physical:</i> Work that has a lot of physical activity			
<i>Public Contact:</i> Work that has daily interaction with the public			
<i>Research:</i> Work that searches for new information			
<i>Risk Taking:</i> Work that may be dangerous or involve risk			
<i>Variety:</i> Work where multiple tasks are done each day			

List all of the values that you rated of high importance.

Pick five values from the list above that you consider the most important and prioritize them in order from most important (1) to least important (5).

1. _____
2. _____
3. _____
4. _____
5. _____

When you search for a job, think about how closely it matches the values you listed above. Being aware of your values and reflecting upon which ones are most important will help you find a job that is a good fit for you. Your job satisfaction will depend on how well you manage to incorporate your most important values into your new employment. With that said, it is unlikely that you will find a job that matches all of your values, so be willing to make some compromises when choosing a job.



TRANSFERABLE SKILLS CHECKLIST

Transferable skills are universal skills that can be learned through training, education, work, hobbies or other aspects of life. Many of the skills you have acquired farming are transferable skills that can be used in other types of employment.

Take a few minutes to read through the skills listed below. Place an "X" beside the skills you have used before. After you have gone through the entire list, review those with an "X" beside them and circle the ones you hope to use in your next job.

Livestock

- | | |
|-------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Artificial insemination | <input type="checkbox"/> Castrating animals |
| <input type="checkbox"/> Breeding / mating | <input type="checkbox"/> Harvesting furs |
| <input type="checkbox"/> Pregnancy checks | <input type="checkbox"/> Shearing / clipping |
| <input type="checkbox"/> Determining feeding method and rations | <input type="checkbox"/> Administering medication / antibiotics |
| <input type="checkbox"/> Preparing livestock for market | <input type="checkbox"/> Manure / waste management |
| <input type="checkbox"/> Defining method / time to market animals | <input type="checkbox"/> Hoof trimming |
| <input type="checkbox"/> Transporting livestock | <input type="checkbox"/> Milking |
| <input type="checkbox"/> Butchering livestock | |
| <input type="checkbox"/> Other (list): _____ | |

Crops

- | | |
|----------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Estimating seed amounts | <input type="checkbox"/> Evaluating soil and water conditions |
| <input type="checkbox"/> Estimating fertilizer amounts | <input type="checkbox"/> Determining the need for pesticides |
| <input type="checkbox"/> Estimating pesticide & herbicide amounts | <input type="checkbox"/> Determining harvesting time and methods |
| <input type="checkbox"/> Mixing chemicals (herbicides, etc.) | <input type="checkbox"/> Grain blending |
| <input type="checkbox"/> Selecting land for specific crops | <input type="checkbox"/> Grain fumigation |
| <input type="checkbox"/> Selecting type and variety of crops | <input type="checkbox"/> Seed conditioning |
| <input type="checkbox"/> Storing crops | <input type="checkbox"/> Bin preparation |
| <input type="checkbox"/> Establishing time and rate of seeding | <input type="checkbox"/> Analyzing production results |
| <input type="checkbox"/> Preparing fields, plants and harvest crops | <input type="checkbox"/> Establishing crop rotation program |
| <input type="checkbox"/> Spraying crops using machinery / airplane | |
| <input type="checkbox"/> Assembling / operating irrigation equipment | |
| <input type="checkbox"/> Other (list): _____ | |



Natural Resources

- Installing drainage tiles
- Constructing waterways
- Planting windbreaks
- Maintaining water quality
- Implementing erosion control methods
- Other (list): _____
- Evaluating soil to minimize compaction
- Maintaining soil fertility / balance
- Harvesting timber
- Woodlot conservation
- Wildlife conservation
- Avoiding chemical contamination

Machine Maintenance (M) and Repair (R)

- | M | R | | M | R | |
|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Oil, lube and filter | <input type="checkbox"/> | <input type="checkbox"/> | Brake System |
| <input type="checkbox"/> | <input type="checkbox"/> | Gas Engines | <input type="checkbox"/> | <input type="checkbox"/> | Exhaust System |
| <input type="checkbox"/> | <input type="checkbox"/> | Diesel Engines | <input type="checkbox"/> | <input type="checkbox"/> | Carburetor |
| <input type="checkbox"/> | <input type="checkbox"/> | Transmissions | <input type="checkbox"/> | <input type="checkbox"/> | Drive Chain |
| <input type="checkbox"/> | <input type="checkbox"/> | Clutch | <input type="checkbox"/> | <input type="checkbox"/> | Tires, wheels, bearings, brakes |

General Farm Maintenance and Repair

- Repairing buildings
- Welding
- Erecting and repair fences
- Concrete finishing or repairs
- Painting (specify brush or spray): _____
- Electrical repairs (specify): _____
- Plumbing repairs (specify): _____
- Power tools used (specify): _____
- Hand tools used (specify): _____
- Other (list): _____

Construction

- Designing and building equipment
- Selecting building site and planning layout
- Compiling a bill and computing building costs
- Complying with zoning and building codes
- Preparing building site and drainage
- Installing electrical systems
- Constructing waste storage
- Other (list): _____
- Customizing building interiors
- Building foundations, footers and floors
- Framing buildings
- Insulating structures
- Applying siding and roofing
- Installing plumbing



Equipment Operation

- Tractor
- Combine
- Bulldozer
- Skid loader
- Backhoe
- Other (list): _____
- Trencher
- Front-end loader
- Semi-truck
- Self-propelled forage harvester
- Swather

Record Keeping and Finances

- Farm markets (tracking, hedging)
- Expense and income records
- Payroll
- Tax preparation
- Maintaining inventory records
- Maintaining depreciation schedules
- Budget preparation
- Completing balance sheets
- Determining cost of production
- Other (list): _____
- Identifying minimal acceptable profit margin
- Maintaining mileage records
- Managing production records
- Managing breeding records (dairy, livestock)
- Managing feeding records (dairy, livestock)
- Applying for government loans
- Herd registrations
- Preparing cash flow and income statements

Sales and Marketing

- Seed and/or feed sales
- Fertilizer sales
- Implement or equipment sales
- Insurance sales
- Real estate and/or land sales
- Livestock sales
- Developing product marketing strategies
- Other (list): _____
- Participating in product promotion groups
- Consulting with brokers
- Graphic design
- Video production/drone operation
- Social media marketing
- Direct product marketing

Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Access
- Quickbooks
- Other (list): _____
- Social media
- Adobe Reader (PDFs)
- Adobe CC Suite (InDesign, etc.)
- Internet research
- Herd management software



Management / Supervisory Skills

- Analyzing enterprises for profitability
 - Analyzing enterprises for risks and rewards
 - Establishing long- and short-term goals
 - Determining labor needs
 - Analyzing past records and credit needs
 - Developing a tax strategy
 - Developing an estate plan
 - Developing enterprise budgets
 - Planning for debt reduction
 - Other (list): _____
- Planning for equipment replacement
 - Planning for facilities replacement
 - Planning work schedules and daily tasks
 - Leading others
 - Teaching workers new skills
 - Supervising workers
 - Organizing farm activities
 - Supply chain management

Other Farm Skills

From the circled skills above, choose 10 skills you would most enjoy using in your new job, and rank them from most enjoyable (1) to least enjoyable (10).

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



YOUR PERSONALITY AND CAREER PATH

Your personality also plays a significant role in the type of work and work setting that you will most enjoy. The following assessment will help you understand the factors of your personality and how they relate to the work that they do.

Place an "X" next to the items that you would enjoy doing.

- 1. Work with your hands
- 2. Fix machinery
- 3. Work outdoors
- 4. Use your physical coordination
- 5. See tangible results from your work
- 6. Solve math problems
- 7. Develop a computer program
- 8. Study animals
- 9. Read science magazines
- 10. Play games that require strategy
- 11. Draw and paint
- 12. Go to the theater
- 13. Listen to different kinds of music
- 14. Take a dance class
- 15. Redecorate your house
- 16. Take a group on an outing
- 17. Meet with people
- 18. Belong to a social club
- 19. Help sick people
- 20. Help people solve their problems
- 21. Start your own business
- 22. Study marketing in school
- 23. Be a committee chairperson
- 24. Run for public office
- 25. Play the stock market
- 26. Have regular work hours
- 27. Do basic bookkeeping
- 28. Improve the efficiency of an office
- 29. Find ways a business can save money
- 30. Use office equipment

To calculate your score, count the number of items you checked in each of the following groups:

Group	Item	Your Score	Holland Code	Type of Related Work
1	1-5		Realistic	Technical
2	6-10		Investigative	Science / Technology
3	11-15		Artistic	Arts
4	16-20		Social	Social Services
5	21-25		Enterprising	Administrative / Sales
6	26-30		Conventional	Business Operations



Rank these groups from the highest score (1) to the lowest score (6).

1. _____ Holland Code: _____
2. _____ Holland Code: _____
3. _____ Holland Code: _____
4. _____ Holland Code: _____
5. _____ Holland Code: _____
6. _____ Holland Code: _____

Occupational Themes

The Holland Codes in the personality exercise above are based upon years of research showing that people can be described or contrasted by relating them to six general occupational-interest themes. The following is a basic description of the six themes and the skills most often used in each. These might give you ideas for occupations that fit well with your personality.

REALISTIC: Using your hands and body

- Tend to be rugged, robust, practical and physically strong
- Frequently aggressive in outlook
- Exceptional physical skills
- Sometimes have trouble expressing themselves in words or communicating feelings to others
- Enjoy working outdoors and with tools or machinery
- Prefer to deal with things rather than ideas or people
- Generally have conventional political and economic options
- Usually okay with radical new ideas

Skills:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Designing, shaping, molding • Finger dexterity, handcrafting, making models • Cooking, culinary skills • Controlling operating tools, machinery and/or equipment • Fixing, repair, troubleshooting | <ul style="list-style-type: none"> • Physical coordination and agility • Eye-hand-foot coordination • Outdoor activities • Growing things, landscaping, grounds keeping • Working with animals, farming, ranching |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Potential Occupations:

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Mechanic • Construction worker • Printer • Truck driver • Assembler | <ul style="list-style-type: none"> • Electrician • Machinist • Groundskeeper • Fish and wildlife management • Laboratory technician |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



INVESTIGATIVE: *Using your senses, analytical thinking or logic*

- Task-oriented
- Not interested in working around other people
- Enjoy solving abstract problems
- Have a need to understand the physical world
- Prefer to solve problems through thinking
- Do not enjoy highly structured situations with many rules
- Frequently have unconventional values and attitudes
- Tend to be original and creative

Skills:

- Observing, awareness of surroundings
- Surveying, interviewing, gathering information, researching
- Listening, perceiving, discovering
- Learning from others, learning quickly
- Appraising, assessing, sizing up situations
- Clarifying problems or situations, anticipating problems
- Analyzing, breaking down into parts
- Diagnosing, determining, problem-solving
- Comparing, perceiving common denominators
- Organizing information in systematic ways
- Testing
- Reviewing, evaluating, critiquing

Occupations:

- Design engineer
- Biologist / Physicist
- Research
- Laboratory technician
- Technical writer
- Meteorologist
- Detective
- Electronics technician
- Marketing researcher

ARTISTIC: *Using originality, creativity and artistic abilities*

- Describe themselves as independent, original, unconventional, expressive and tense
- Like to work where there are many opportunities for self-expression
- Show little interest in problems that are highly structured or require physical strength
- Prefer to work alone
- Have a great need for emotions
- Usually less assertive about their own opinions and capabilities
- Score higher than any other type on originality

Skills:

- Generating, developing ideas
- Experimenting with new approaches, procedures or programs
- Good judgement, foresight, forecasting
- Seeing relationship between unrelated factors, integrating diversity



- Adapting, improving on ideas
- Visualizing shapes, spatial memory
- Fashioning, shaping things or materials
- Writing plays, poetry or novels
- Drawing, illustrating, drafting
- Expressing feeling through body, face and/or voice

- Playing a musical instrument, singing, composing music, recognizing melodies
- Visualizing concepts
- Good sense of humor, playfulness
- Fashioning things, designing, decorating

Occupations:

- Composer / Singer
- Author / Cartoonist / Poet / Drafter
- Actor
- Drama coach
- Floral designer
- Picture framer
- Graphic design artist
- TV camera person
- Disc jockey

SOCIAL: Communication / Human Relations Skills

- Describe themselves as cheerful, popular, achieving and good leaders
- Have a need to be sociable, responsible and humanistic
- Concerned with the welfare of others
- Usually express themselves well and get along with others
- Like attention
- Seek situations that allow them to be at or near the center of the group
- Prefer to solve problems by discussions with others
- Have little interest in situations requiring physical exertion or working with machinery

Skills:

- Making a point, expressing a position
- Talking, speaking, encouraging communication
- Explaining concepts, translating
- Writing reports, letters, promotional materials and/or speeches
- Knowledgeable
- Teaching, fostering a stimulating learning environment
- Coaching, training
- Helping people develop their own insights, make their own discoveries
- Facilitating group discussions
- Designing educational events
- Being of service, helping, serving
- Empathizing with others, understanding
- Anticipating people's needs, hosting
- Talking easily with people
- Working well on a team
- Expressing appreciation, sharing credit
- Counseling, guiding, advising
- Handling difficult people
- Nursing



Occupations:

- School superintendent
- Clinical psychologist
- Teacher / Teacher's aide
- Marriage / Career Counselor
- Playground / Park director
- Speech therapist
- Child care provider
- Tour guide
- Receptionist
- Nurse / Nurse's aide / Home health attendant
- Occupational therapy assistance
- Security guard
- Beautician

ENTERPRISING: *Leading / Influencing / Persuading / Performing*

- See themselves as energetic, enthusiastic, adventurous, self-confident and dominant
- Tend to use words well
- Effective in selling, dominating and leading
- Prefer social tasks where they can assume leadership
- Enjoy persuading others to their viewpoint
- Might be impatient with precise work or work involving long periods of intellectual effort
- Like power, status and material wealth
- Enjoy working in expensive settings

Skills:

- Developing rapport/trust, encouraging people
- Recruiting talent
- Selling, promoting, persuading, influencing others
- Fund-raising
- Managing conflict, getting diverse groups to work together
- Negotiating, mediating, bargaining
- Addressing groups, public speaking
- Demonstrating, modeling
- Beginning new tasks, ideas and/or projects
- Taking first move in relationships
- Organizing, planning, executing
- Making decisions

Occupations:

- Business executive / owner
- Buyer
- Hotel / Apartment manager
- Industrial promoter
- TV producer
- Canvasser
- Telemarketer
- Customer service representative
- Freelance artist / writer
- Appraiser
- Automobile service advisor
- Real estate agent
- Salesperson



CONVENTIONAL: *Detailed / Number Oriented / Follow-Through*

- Describe themselves as conventional, stable, well-controlled and dependable
- Prefer highly ordered activities, both verbal and numerical, that characterize office work
- Fit well into large organizations
- Do not normally seek leadership
- Respond to power and are comfortable working a well-established chain of command
- Dislike ambiguous situations
- Prefer to know exactly what is expected of them
- Have little interest in problems requiring physical skills or intense relationships with others
- Value material possessions and status

Skills:

- Following detailed instructions, implementing decisions
- Applying what others have developed
- Making arrangements
- Meeting deadlines and budget limits
- Multi-tasking
- Making and using contacts effectively
- Detail-oriented
- Tolerating repetition and/or monotony
- Keeping records
- Organizing data, classifying material
- Counting, taking inventory
- Managing money
- Developing a budget
- Calculating, computing
- Filing, retrieving data
- Typing, operating a computer
- Bookkeeping, accounting, preparing financial reports

Occupations:

- Bank examiner / teller
- Bookkeeper
- Accounting
- Financial analyst
- Computer operator
- Inventory controller
- Tax expert
- Statistician
- Traffic manager
- Receptionist
- Travel agent
- Typesetter
- Court reporter
- Dispatcher
- Telephone operator
- Clerk (mail, credit, file, hotel desk, mortgage)
- Driver's license examiner



After reviewing the occupational themes, do you feel that the Holland Code assessment was correct? Why or why not?

With your assessment and the descriptions in mind, which occupational themes do you feel describe you the best?

1. _____
2. _____
3. _____

Notes





CHAPTER 4

FINDING A JOB






FINDING A JOB

Preparation

Being organized is an important part of your job search. When you have sent out several applications, resumes and cover letters, it can become extremely difficult to remember the details of each.

Devote a folder (digital or physical) to your job search. Keep a copy of all the job descriptions and applications, cover letters, and resumes you submitted in this folder. Use a tracking sheet like the one on the next page to keep all this information organized.

Notes	



Job Title	Company Name & Address	Phone & Email	Contact / Interviewer Name	Date Applied	Interview Date	Follow-up Date



WHERE TO FIND JOB POSTINGS

Networking

Numerous studies have shown that networking is the number one way that people find and land jobs. As a farmer, you most likely have a very extensive network already in place. Take a minute to list the people in your network. This can include friends and anyone you have worked with in the past or currently work with, including veterinarians, nutritionists, milk haulers, etc.

Name _____ Phone _____

Company _____ Email _____

Name _____ Phone _____

Company _____ Email _____

Name _____ Phone _____

Company _____ Email _____

Name _____ Phone _____

Company _____ Email _____

Name _____ Phone _____

Company _____ Email _____

Name _____ Phone _____

Company _____ Email _____

Name _____ Phone _____

Company _____ Email _____

Name _____ Phone _____

Company _____ Email _____



ONLINE RESOURCES

Job Search Engines

Online job search engines are websites dedicated to connecting employers and job applicants. They are free to use and contain an array of different tools that can support you through your job search process. Every job search engine is different, so check several or all of them during your job search.

Examples of job search engines include:

- Indeed.com
- CareerBuilder.com
- Glassdoor.com
- Monster.com
- SimplyHired.com
- USAjobs.com (federal government)

Examples of agriculture-specific job search engines include:

- AgHires
<https://ag hires.com/>
- Hansen Agri-Placement
<https://www.hansenagriplacement.com>
- AgCareers
<https://www.agcareers.com/>

Notes





Examples of Wisconsin based search engines include:

- State job listings
<https://wisc.jobs>
- County job listings
<https://www.wicounties.org/the-counties/county-job-listings/>

Job Center of Wisconsin

The Job Center of Wisconsin is a Wisconsin-based employment group that helps employers connect with job seekers for free. In addition to having a list of open job positions in Wisconsin, this group hosts job fairs, helps with resumes and has countless tools that can help you find a job. You can find all of these resources online at www.jobcenterofwisconsin.com.

If you would prefer to get help in person, there are dozens of job center locations across the state that are staffed to provide these services. Find the location, hours, and contact information online at <http://wisconsinjobcenter.org/directory/>.

Social Media – Facebook and LinkedIn

Social media has become the new craze over the past decade for both individuals and businesses. Facebook and LinkedIn have added job listing features to their platforms that make it easy for businesses to post, and job hunters to find positions for free. For example, Wisconsin Farm Jobs on Facebook is a place to check for job listings.

Facebook requires that you have an account to view their job posting page. Once logged in to your account, you can easily find the page by searching the word “jobs” in the Facebook search bar on their app or website. If you don’t have a Facebook account, it is easy and free to set one up. Just visit www.facebook.com and follow the setup instructions.

LinkedIn is a social media platform that is centered around making professional connections and finding jobs. This platform does not require you to have an account to view their job listings. All you have to do is visit their website at www.linkedin.com to start searching.

If you have one or multiple social media accounts, or decide to set some up, remember to always keep your profile appropriate and assume that anyone, including potential employers, can see what you post. Avoid posting political or religious views, revealing or inappropriate pictures, and posts that contain explicit material or curse words.



Company Websites

Know of a company that you would like to work for? Look them up online! Most companies that have a website will have a section that lists their open job positions.

Newspaper Websites

While paper newspapers have started to become less and less prevalent, most newspaper groups have transitioned to posting their articles, advertisements and classifieds online. Using their website, search the classifieds section to see if they've posted any job openings.

In addition to looking at the classifieds, pay attention to the companies that advertise on the newspaper website. If you see a company that interests you, look them up to online to learn more about them and see what job positions they have open.

EMPLOYMENT AGENCIES

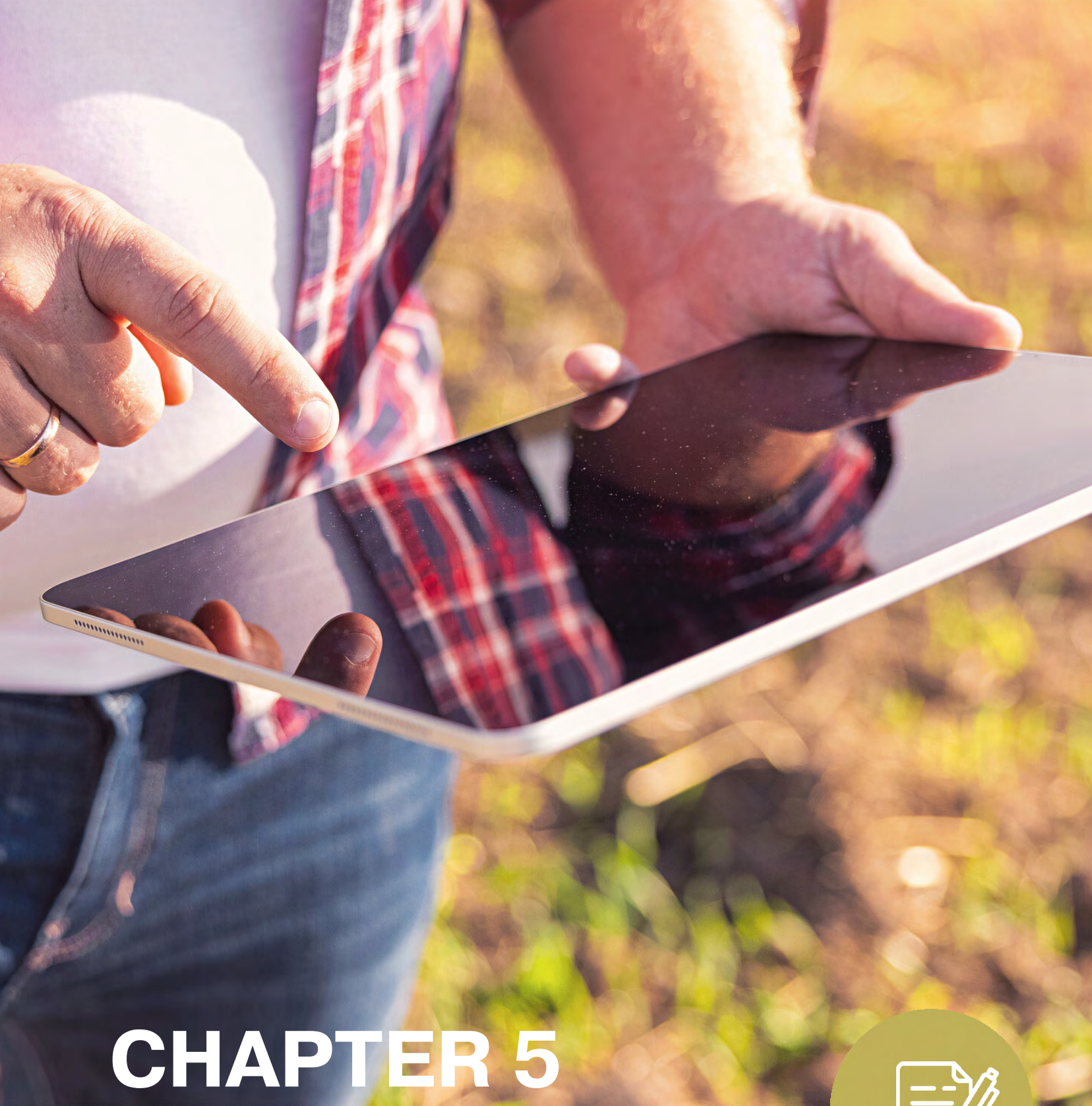
In some cases, companies will hire employment or staffing agencies to help them find and hire employees. These agencies are free to job seekers and will often have online, over the phone and in-person services available. Prior to reaching out to an employment agency, visit their website to ensure that they are hiring for positions in your area.

There are multiple employment agencies across Wisconsin. A few large agencies include:

- ABR Employment Services – www.abrjobs.com
- QPS Employment Group – www.qpsemployment.com
- Express Employment Professionals – www.expresspros.com
- The QTI Group – www.qtigroup.com
- Robert Half Group – www.roberthalf.com

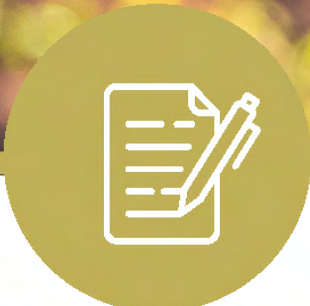
LOCAL LISTINGS

Some local businesses might not have the funding or resources to post their job openings online so they'll resort to posting hiring signs on or around their business. Keep an eye out for signs as you travel around towns or dedicate a few hours to just going out to look for them. If you notice a hiring sign and would like to explore the opportunities that they have available, stop into the business immediately and ask an employee for more information.



CHAPTER 5

APPLYING FOR A JOB





APPLYING FOR A JOB

FARMER'S JOB HUNTING WORKBOOK

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After you have identified the jobs you would like to apply for, it is time to start creating and filling out your application materials. For computer assistance when applying for a job, help with resumes and any other parts of the job application, contact your local Job Center of Wisconsin office, which you can find here: <http://wisconsinjobcenter.org/directory/>. To ensure all of your materials match, take the time to collect and place all of your information into a personal data sheet like the one below. Use this as a reference point for completing all of your applications moving forward.

Name: _____

Cell Phone: _____

Address: _____

Home Phone: _____

City: _____

Email: _____

State: _____ Zip Code: _____

Memberships (clubs/organizations- include how long you've been part of the group, ex: June 2016- Present)

Honors / Awards / Offices

Activities / Volunteer Work

Skills



Employment History

1. Company: _____ Dates: _____
Address: _____ Phone: _____
Title: _____ Wage: _____
Supervisor: _____ Title: _____
Reason for Leaving: _____

2. Company: _____ Dates: _____
Address: _____ Phone: _____
Title: _____ Wage: _____
Supervisor: _____ Title: _____
Reason for Leaving: _____

3. Company: _____ Dates: _____
Address: _____ Phone: _____
Title: _____ Wage: _____
Supervisor: _____ Title: _____
Reason for Leaving: _____

References

1. Name: _____ Title: _____
Address: _____ Phone: _____
Relationship: _____ Email: _____

2. Name: _____ Title: _____
Address: _____ Phone: _____
Relationship: _____ Email: _____



3. Name: _____ Title: _____
Address: _____ Phone: _____
Relationship: _____ Email: _____

CREATING YOUR APPLICATION MATERIALS

Most job positions will require you to submit a resume and cover letter for the position. Both of these items should be custom fitted to the different job positions for which you apply. They should showcase exactly how your qualifications make you a fit for the position.

This section will instruct you on how to create these materials. To assist in this instruction, we've created two fictional people that are in your same shoes, so you can see examples of how personal information, qualifications and job descriptions should be used to create application materials.

Notes





RESUMES

Your resume has an average of 15 seconds to catch the employer's attention. That means you want to format your resume to emphasize your strongest points right away. Here are a few guidelines for writing resumes:

- There are countless ways to make a great resume. Choose the format that best emphasizes your strongest points right away.
- Use a lot of white space. White space around text causes you to focus on the text. A resume that is crowded or too busy looking can cause the person reading it to lose focus and interest.
- Keep your resume brief. One page in length is ideal but two pages is also acceptable. Use phrases and lead each line with a verb (ex: organized, supervised, facilitated, used, assisted).
- Proofread, proofread, proofread! Your resume needs to be free from all grammar and spelling errors.

Types of Resumes

As stated, there are various types of resumes. You want to choose the format that sells you and your skills the best. A few of the most popular resume types include:

- The Chronological Resume begins by listing your work experience, starting with the most recent position listed first. This type of resume works well for people whose greatest strength is work experience in jobs closely related to the position they are applying for.
- The Functional Resume focuses on a person's skills rather than their work history. This type of resume allows you to best emphasize your strengths as they relate to the position being sought. It starts out with a summary of each of your relevant qualifications, followed by your employment history, and ends with your education and any additional training.
- The Combination Resume is simply a combination of the chronological and functional resumes. It works best for someone who wishes to emphasize their strengths relative to the position being sought but also has a strong employment history that is closely related to the position for which they are applying.



Mary Planter
1234 Main Street
Somewhere, WI 55567
Phone: 987-654-3210
Email: maryplanter@gmail.com

WORK EXPERIENCE

Office Manager

365 Ag Products, Somewhere, WI (June 2014 – Present)

- Plan and facilitate weekly meetings
- Lead and supervise project groups and committees
- Communicate effectively with customers, vendors, and employees

Secretary

Fran's Fertilizer, Somewhere, WI (September 2010 – May 2014)

- Scheduled appointments and manage weekly schedules
- Communicated efficiently through phone, email, and in-person conversations
- Facilitated customer and vendor transactions

Farm Laborer

A&J's Dairy Farm, Anyway, WI (January 1994 – 2010)

- Created milking and feeding schedules
- Managed animal health and safety procedures
- Taught employees to operate milking equipment

EDUCATION

Northcentral Wisconsin Technical College, Anyway, WI

Agribusiness Degree (1992 – 1994)

ORGANIZATIONS

Somewhere Agriculture Festival

- Committee Member (2017 – Present)

Anyway 4-H

- Member (1996 – 2009)
- Project Leader (1999 – 2006)

ADDITIONAL SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Expert in virtual communication platforms (Teams, Zoom, Skype)



COVER LETTER

Use a business-like, but friendly and outgoing tone when writing your cover letter. Always use a business letter format with every line starting at the left margin, and double space between paragraphs.

1. Your Return Address

Place your full return address at the top of the letter.

2. Date

Provide the date that you intend on placing the letter in the mail or submitting it online.

3. Employer's Address

Address each cover letter to a specific person if possible. You should also list the person's title, name of the company and the company's complete address.

4. Salutation

Use the format of "Dear Mr./Ms. (last name):" to start off the letter. If you do not know the gender of the contact person, use both their first and last name.

5. First Paragraph

Tell why you are writing. State the name of the job you are applying for, how you heard about the opening and write a brief statement telling what you can offer to meet their needs.

6. Second Paragraph

This paragraph should highlight and detail your qualifications for the position. Highlight one or two accomplishments that make you the ideal person to hire and emphasize any special skills, certifications or education that would set you apart from others. Make sure to use words and phrases that the employer used in the job posting.

7. Third Paragraph

Display what you know about the company and why you would be a good fit in their organization.

8. Final Paragraph

Thank the prospective employer for their time and consideration. Let them know that you will be in contact with them.

9. Signature and Enclosure

In closing, use the term "sincerely," leave four blank spaces for your signature and then type your name. Directly under your name include all of your contact information including phone numbers and email. Leave two more blank spaces and then type the words "Enclosure: Resume." Prior to mailing or submitting online, sign your name between the word "sincerely" and your typed name using a black or blue pen.



345 Sixth Street
Anywhere, WI 53555

June 1, 2020

Terry Smith
General Manager
XYZ Corporation
234 Maple Street
Anywhere, WI 53555

Dear Terry Smith:

I am interested in applying for the machine operator position as advertised on the Job Center of Wisconsin website. My education, extensive experience and training with various types of vehicles and machinery make me a prime candidate for this position.

My passion for mechanics began at the age of eight years old when my father invited me to help him rebuild an antique tractor at our family farm located in Anywhere, WI. This interest led me to receive a Bachelor's of Science in Agriculture Mechanics from Anywhere State University. Upon graduation, I started working for Barns Dairy Farm as a mechanic and general farm laborer where I maintained and repaired all farm equipment and buildings as needed. After two years in this position, I was promoted to Lead Mechanic which allowed me to supervise other employees for the first time. A few years later, life led me to return to my family farm as an owner and operator. I have been running the farm for the past 15 years. Due to tough economic times, I have made the decision to sell the farm and again pursue my passion for mechanics full time.

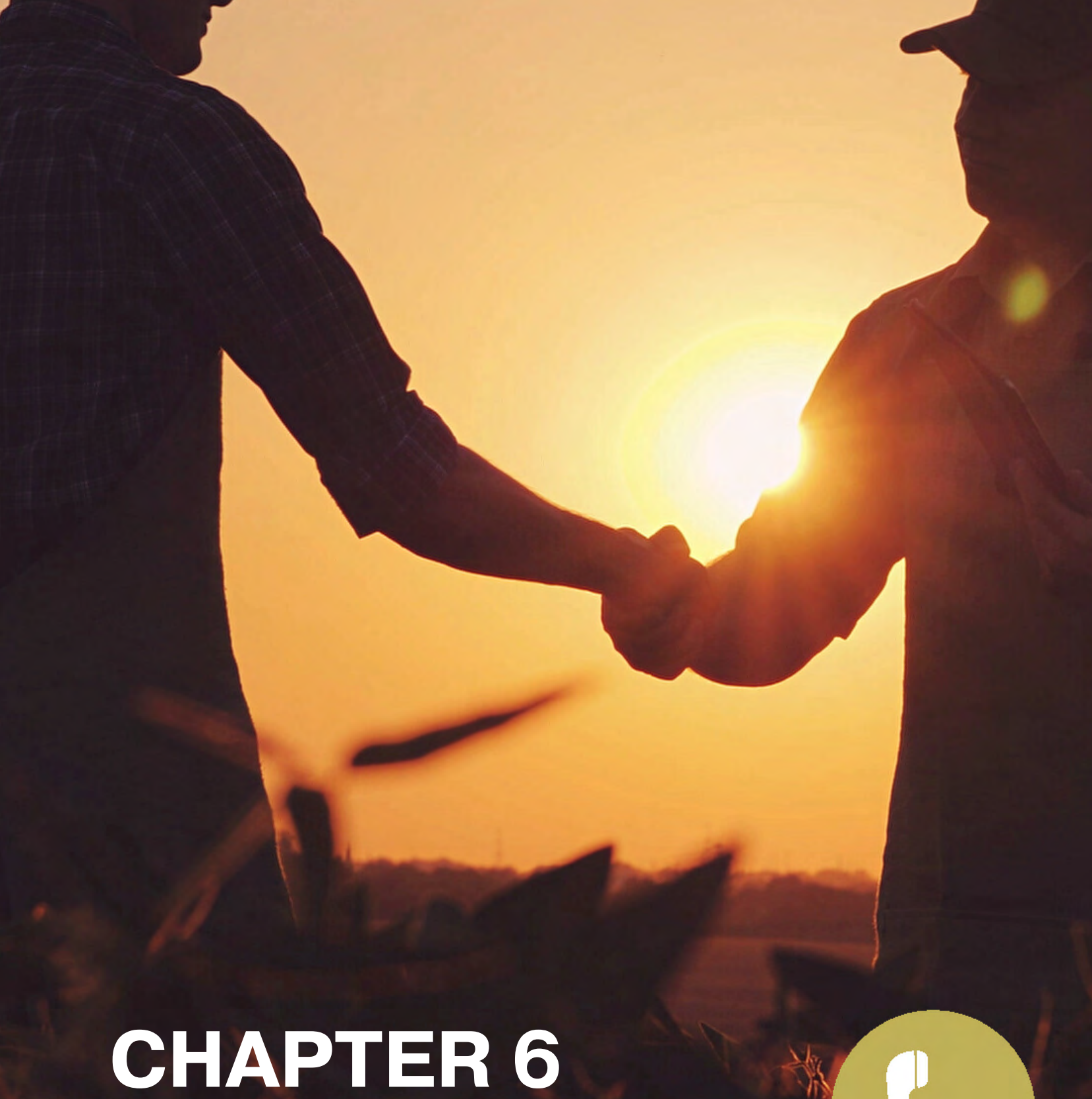
As a farmer, I have 15 years of experience operating various types of equipment and machines. In addition to driving tractors, front end loaders, trucks and skid loaders, I have operated silo unloaders, mixers, and other types of farm equipment. I have done most of my own repairs which has given me experience operating power tools, welders and many hand tools. This experience has also given me a keen ear for detecting problems and maintaining equipment to avoid potentially expensive repairs. You will find me to be a dependable, honest, hard-working employee.

I have been impressed with your company and the products you make. Several friends have indicated that XYZ Corporation is fair to their employees and a good place to work.

Thank you for taking the time to consider me for the machine operator position with XYZ Corporation. Please feel free to contact me by phone or email to set up an interview. I look forward to hearing from you soon.

Sincerely,

Joe Worker
Enclosure: Resume



CHAPTER 6

INTERVIEWS AND FOLLOWING UP





INTERVIEW PREPARATION

Phone Interviews

Depending on the company and position, you might be required to have a phone interview, and these are just as critical as an in-person interview.

DO:

- Identify the best place to take the call beforehand. Pick a place that is completely quiet and free of distractions, with good reception if using a cell phone.
- Make sure that your family and roommates know the date and time of your interview and where you will be taking the call. Ask them to refrain from visiting that area during the time of your interview. If you have children, consider asking a family member, trusted friend, or babysitter to keep them for a few hours while you prepare and take the call.
- Have a pen and paper at the ready to take notes. Use it to take notes throughout the interview as needed.
- Be in your interview area at least five minutes prior to the scheduled interview time.
- Make sure your cell phone is charged and working prior to the interview.

DO NOT:

- Eat while you are on the phone.
- Play on the computer, watch TV, text or take part in any other activities that might distract you from the interview.

Video Conference Interviews

Video conferencing for interview is becoming more and more common, especially for the first phase of interviews or when a position is remote. All tips outlined in phone interview section can be applied to video conferencing in addition to a few more key items.

DO:

- Dress as you would if you were attending an in-person interview. Remember – first impressions are very important.
- Ensure that the area you are taking the video call in is neat, clean and appropriate.
- Make sure that your internet connection is solid. Check the connection the morning of the interview so you have time to resolve issues if needed. If you experience technical difficulties that cannot be resolved prior to the interview, give the interviewer a call or send an email to let them know. Ask if you can reschedule or complete the interview over the phone. If you do not have good Wi-Fi, contact your local library since they often provide free Wi-Fi and have quiet spaces and meeting rooms available. Other places that may provide free Wi-Fi include local businesses, chambers of commerce, technical colleges, town halls, and/or UW-Extension offices.
- Keep your entire face in the frame of the video.

DO NOT:

- Fidget too much. Avoid playing with your hands or other items such as pens or paper.



DRESS CODE

One of the most important parts of an interview is creating a good first impression. Employers want to know that you will be a positive representative of the company and are taking the interview seriously. One of the easiest ways to make a good first impression is to dress professionally. A good rule of thumb is to dress one or two steps above the position you are applying for. Use the following information to help you decide what attire is best for your interview.

Overview

- All clothing should be neat and clean. It should be free of holes, tears, fraying or stains, and recently washed. If wrinkled, iron the clothing prior to wearing for the sharpest look.
- Always cover tattoos with clothing to the best of your ability. Do not use band aids or other items to cover the tattoos.
- Fingernails should be trimmed and free of dirt. If wearing fingernail polish, wear a neutral color that complements your attire.
- If you wear glasses, always clean them up right before going into the interview.
- Your hair should be neatly groomed in a way that keeps hair out of your eyes.
- Jewelry should be modest and kept to a minimum. Avoid wearing more than two earrings in each ear and any large, shiny jewelry.

Women

- Business Professional: Knee-length professional dress, skirt, or full-length dress pants with a matching jacket
- Business Casual: Button down shirt or professional blouse and slacks or knee-length pencil skirt. A blazer or cardigan is recommended but optional.
- Casual: Nice blouse with dark jeans or knee-length skirt. A cardigan is recommended but optional.
- Note: With any of these attire choices, wear flats or heels that are comfortable and easy to walk in. Avoid open-toed shoes and sandals.

Men

- Business Professional: Button down shirt, tie with a suit jacket and pants, and black professional dress shoes.
- Business Casual: Button down shirt, black or navy slacks and Oxfords or loafers. A blazer and tie are recommended but optional.
- Casual: Collared shirt (polo or button down), dark jeans or slacks and clean, closed-toe shoes.



WHAT TO BRING

Job interviews are the time for you to sell yourself as the prime candidate for the position. One of the best ways to sell yourself is to come to the interview prepared.

DO:

- Bring at least three copies of your resume and cover letter. Make sure to print them single-sided and preferably on nice resume paper. Paper clip them together into packets so that they can easily be handed to the interviewer(s).
- If applicable, bring a document of supplemental materials that shows examples of your work.
- Bring a nice notebook and pen with you. You might need to take notes during your interview or write down next steps in the interview process.

DO NOT:

- Bring any food, water or gum into the interview. These will just cause distractions for both you and the interviewer.
- Bring a cell phone or anything that could interrupt your interview. If possible, leave your cell phone hidden in the car. If you can't or don't feel comfortable leaving it in the car, turn the sound all the way down, put it on silent or turn it off, and keep it out of sight.

INTERVIEWING

Arriving at the Interview

Much like the way you dress, your arrival at the interview is a part of creating a good first impression.

DO:

- Arrive at the interview in a clean vehicle. Take your car through the car wash the day before your interview and clean any trash out of the inside of the vehicle.
- Arrive at the interview location about 10 minutes early and check-in for your interview at least five minutes early. Take the five minutes in-between arriving and checking in for your interview to visit the restroom or just take a few relaxing breaths in your car. Give yourself time to not feel rushed while also showing the interviewer that you are prompt and timely.
- Introduce yourself to the receptionist or another employee at the business. Let them know that you are there for an interview and who you are going to be meeting with.

DO NOT:

- Arrive late. There is nothing worse than showing the interviewer that you can't be on time. It's also important not to arrive too early. Ideally, arrive 10 to 15 minutes prior to the time of your interview.
- Use your cell phone while waiting for the interview. Use the time to clear your head and get focused for your interview.



Greeting the Interviewer

To continue making a good first impression, be prepared to greet the interviewer.

DO:

- Shake their hand. Make sure your grip is firm but not too tight.
- Introduce yourself. Look them in the eyes and tell them your name, the position for which you are interviewing, and that it is nice to meet with them.
- Follow the interviewer's lead on the interview. Let them ask you questions and introduce small talk.
- Ask if you can take a seat before doing so.

DO NOT:

- Overdo the small talk. Always let the interviewer lead the conversation and keep your thoughts brief.

The Questions

The main purpose of an interview is to determine if you are a good fit for the job and company, so it is imperative that you are prepared to answer an array of different questions.

Below is a list of potential interview questions with recommendations on how to answer the most popular questions. While you don't have to rehearse your answers to these questions, ensure that you have gone through them and have a general idea of what you would discuss if the question is asked.

Qualifications / Work History

- **Tell us about yourself.**
 - Almost all interviews will begin with this question so the interviewer can get a general overview of your qualifications, work history, personality and personal and career aspirations. Try to keep this overview to 45-60 seconds to ensure that it is not too long or too short, and make 75 percent of the response about your qualifications and work history. Avoid talking about political and religious preferences or any other personal information that could be considered controversial.
 - Example: My passion for mechanics began at the age of eight years old when my father invited me to help him rebuild an antique tractor at our family farm located in Anywhere, WI. This interest led me to receive a Bachelor's of Science in Agriculture Mechanics from Anywhere State University. Upon graduation, I started working for Barns Dairy Farm as a mechanic and general farm laborer where I maintained and repaired all farm equipment and buildings as needed. After two years in this position, I was promoted to Lead Mechanic that allowed me to supervise other employees for the first time. A few years later, life led me to return to my family farm as an owner and operator. I have been running the farm for the past 15 years. Due to tough economic times, I have made the



decision to sell the farm and again pursue my passion for mechanics full time. Outside of work, I enjoy volunteering as a club leader for Anywhere County 4-H Mechanic Club and a member of the Anywhere County Dairy Promotions Board. In my spare time, I love camping with my family, hunting for deer and fishing during the summer.

- **Why are you the best candidate for the position?**
 - Review each of the qualifications for the position ahead of time and share how your experiences make you meet all of those qualifications in the interview. If you have experience beyond the requested qualifications, let them know how those experiences would help you in the position. Talk about what experiences or qualities that you have that help differentiate you from other candidates. Think of this as a sales pitch for yourself.
- What relevant experience do you have?
- What will you contribute to this team?
- **Why do you want to / did you leave your current job / occupation / the farm?**
 - Do not use this time to complain about circumstances beyond your control, including the weather, machinery and equipment, your family or your supervisor. Find a response that focuses on your change of career goals or a fact that will better your life. If you were fired, tell the interviewer the truth up front, let them know what went wrong and your plans to make sure it never happens again.
- Tell me about a time you made a mistake at work and how you overcame it.
- Tell me about a time you were on a team at work. What worked well and what didn't work well.
- **Tell me about a time you were faced with a challenge at work. How did you overcome it?**
 - Think back to a time that you were faced with a difficult situation and handled it to the best of your ability. Make sure that you pick an actual experience and share details of the event to make sure your response is believable.
- Describe a situation in which you had to work with a difficult person. How did you handle the situation? Is there anything you would have done differently in hindsight?

Work Habits and Preferences

- What are you looking for in a supervisor?
- What are you looking for in an employer?
- What did you like and dislike about your previous employer?
- How would you react if your supervisor was wrong?
- Do you prefer to work individually or with a team?
- How do you feel about working overtime?
- **What are your salary expectations?**
 - Answer this question with care because overpricing or underpricing yourself can hurt you in the end. Look for a salary range on the job description and stick within that range. If the job description does not define a salary range, search for the median salary for others in the same position. Use that as a starting point for determining the salary you request. Always let them know that you are open to negotiation.



Personality / Goals

- **Why are you interested in this position?**
 - This is your time to show off what you know about the company. Before the interview, research the company's website or articles about the company. Look at their message, values, recent projects, etc. to find things that would make you excited to work for them. Share those things with them. In addition, continue to let the interviewer know why you would feel comfortable in this position.
- Where do you see yourself in one year / five years / ten years?
- **What are your professional and personal life goals?**
 - The interviewer is attempting to find out if you plan to stay with the company long term and if your future goals will get in the way of your ability to do the job. When talking about personal goals, ensure that they do not come across in a way that would make the interviewer feel that your personal goals might excessively interfere with your job such as having to take excessive vacation time.
- **What is one of your strengths?**
 - Using the job description, identify one strength that you have that will help you the most in this position. Try to choose something this is directly correlated with you as person. Responsible, adaptable, open-minded, good communicator, and perseverance are a few examples of good strengths.
- **What is one of your weaknesses?**
 - Choose a weakness before the interview that will not jeopardize your chances at getting the position and can also be framed in a positive way. Try to show the interviewer how you have turned this weakness into a strength or show examples of how you have improve upon this weakness.
- **How do you handle stress and pressure?**
 - Many jobs come with some degree of stress, and the interviewer is looking to find out if you will be able to handle the stress level of the position. Let them know of ways that you overcome stress and even use it to your advantage. Never tell the interviewer that you do not experience stress as they might feel that you haven't taken jobs seriously in the past.
- Why did you decide to make a career change?
- What do you like to do outside of work?
- If you were an animal, which one would you be and why?

Asking Questions

After the interviewer has asked all of the questions they have for you, they will probably ask if you have any questions. Your answer should always be yes! This is your time to figure out if the job is a good fit for you and show the interviewer that you are serious about the position.

The following is a list of potential questions you could ask the interviewer. Choose five questions prior to going into the interview and memorize them. Plan to ask three of the questions or more if time allows.



Job Description, Duties and Advancement Opportunities

- What does a day in this position look like?
- What opportunities are there for growth and advancement?
- How much overtime is expected?
- What percentage of the time would I travel? How are travel expenses handled?
- What do you see as the biggest challenge of this job?

Business Structure and Culture

- What is your favorite part of working for this company?
- What is the culture of the company?
- How many employees work in this office? How many people would be on my team?
- Who would be my supervisor? What can you tell me about him/her?
- Why did this position come open?
- Do you provide training opportunities?
- What are the company's plans for growth and development?

Other

- What does the timeline for hiring this position look like?
- When can I expect to hear from you regarding this position?
- If offered a job, when would you like me to start?

DO NOT

- Ask "Yes" or "No" questions. You want to ask questions that create a conversation between you and the interviewer.
- Ask personal questions.
- Ask what the company does. You should know a general overview of the company before coming to the interview.
- Ask about vacation time or schedule changes. Wait to discuss these items until you have been offered the job.
- Ask if you got the job. Be patient with them.

Closing the Interview

After the question portion of the interview is complete, it is important to close the interview in a way that leaves a positive lasting impression on the interviewer.

DO

- Thank the interviewer(s) for taking the time to consider you for the position.
- Let them know that you are very interested in the position and that you hope to hear from them soon.
- Give them a firm handshake.



POST-INTERVIEW RECORDING FORM

Company Name: _____ Date: _____

Position Title: _____

Interviewer Name: _____ Title: _____

Email: _____ Phone: _____

Notes: _____

Company Name: _____ Date: _____

Position Title: _____

Interviewer Name: _____ Title: _____

Email: _____ Phone: _____

Notes: _____

Company Name: _____ Date: _____

Position Title: _____

Interviewer Name: _____ Title: _____

Email: _____ Phone: _____

Notes: _____



FOLLOW-UP LETTER / EMAIL

Within 24 hours after an interview, send a thank-you note to the employer to demonstrate courtesy and express your continued interest in working for the company. If possible, this note should be sent through email so the interviewer will receive it immediately. If email is not an option, you can hand deliver a typed letter to the business or send it in the mail.

1. Your Return Address – Letter Only

Place your full return address at the top of the letter.

2. Date – Letter Only

Provide the date that you intend on sending or hand delivering the letter.

3. Employer's Address – Letter Only

Address each thank you letter to the person who interviewed you. If there were multiple interviewers, address it to the head interviewer or hiring manager.

4. Salutation – Letter & Email

Use the format of "Dear Mr. / Ms. (last name):" to start off the letter.

5. First Paragraph – Letter & Email

Immediately thank the interviewer for taking the time to interview you. Make sure to include the position title and business name and let them know that you are still excited about the position.

6. Second Paragraph – Letter & Email

This paragraph should invite the interviewer to contact you for further questions. Thank them again for considering you for the position and let them know that you are looking forward to hearing back from them soon.

7. Signature – Letter & Email

- Letter – In closing, use the term "sincerely," leave four blank spaces for your signature and then type your name. Directly under your name include all of your contact information including phone numbers and email. Prior to mailing or hand delivering, sign your name between the word "sincerely" and your typed name using a black or blue pen.
- Email – In closing, use the term "sincerely," double space and then type your name and contact information including your address, phone number and email.



FOLLOW-UP LETTER EXAMPLE

345 Sixth Street
Anywhere, WI 53555

June 1, 2022

Terry Smith
General Manager
XYZ Corporation
234 Maple Street
Anywhere, WI 53555

Dear Mr. Smith:

Thank you for taking the time to interview me for the maintenance mechanic position with XYZ Corporation. I enjoyed the opportunity to visit with you and came away from the interview even more interested in this position and being a part of your team.

Please let me know if you have any additional questions regarding my qualifications for this position. I would be happy to visit with you by phone or email. Thank you again for your time and consideration, and I look forward to hearing from you in the near future.

Sincerely,

A handwritten signature in cursive script that reads "Joe Worker".

Joe Worker
Phone: 123-456-7890
Email: joeworker@workerfarms.com



FOLLOW-UP EMAIL EXAMPLE

Dear Mr. Smith:

Thank you for taking the time to interview me for the maintenance mechanic position with XYZ Corporation. I enjoyed the opportunity to visit with you and came away from the interview even more interested in this position and being a part of your team.

Please let me know if you have any additional questions regarding my qualifications for this position. I would be happy to visit with you by phone or email. Thank you again for your time and consideration, and I look forward to hearing from you in the near future.

Sincerely,

Joe Worker
345 Sixth Street
Anywhere, WI 53555
Phone: 123-456-7890
Email: joeworker@workerfarms.com

THE JOB OFFER

If you don't get the job offer, don't get discouraged, and don't take it personally. There could be any number of reasons why you weren't chosen for the position. Turn your focus to other jobs you have applied for, and continue searching for new jobs that could be an even better fit.

If you do get the job offer, and it includes a benefits package, it may be overwhelming to interpret. The Job Center of Wisconsin can help you determine whether the package is right for you, and navigate negotiating the offer if necessary. If you don't already have a contact at the Job Center from your search, visit www.jobcenterofwisconsin.com for assistance.

Congratulations on all you have accomplished in the days, weeks, months or years leading up to this point in your job search. Whether or not you have received a job offer, it is a tremendous achievement to recognize the need for change and identify the type of change you'll make. Thank you for making use of the Farmer's Job Hunting Workbook as part of your search!



APPENDIX

FARMER'S JOB HUNTING WORKBOOK





APPENDIX

Additional resources for mental health, social services, and job searching are provided below. You'll also find full page copies of resources from the workbook for printing out.

FARMER MENTAL HEALTH RESOURCES

Wisconsin Farm Center

- <https://farmcenter.wi.gov/>
 - This website is for the Wisconsin Farm Center, which is a part of the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP). Services include financial consulting and transition planning, mediation, veteran farmer assistance, herd-based diagnostics and the Farmer Wellness Program.

University of Wisconsin-Extension: Farm Stress

- <https://farms.extension.wisc.edu/farmstress/>
 - The University of Wisconsin-Madison Extension provides important information about farm stress, stress management and resources for financial planning through their Resilient Farms, Families, Businesses & Communities program.
- <https://farms.extension.wisc.edu/articles/farm-stress-decision-making-during-challenging-times/>
 - This site provides more information on the signs of farm stress and healthy strategies for dealing with stress.

American Farm Bureau - Farm State of Mind

- <https://www.fb.org/land/fsom>
 - The American Farm Bureau Federation's Farm State of Mind program provides resources and information for coping with farm stress, and works to reduce the stigma around mental health.

SOCIAL SERVICE PROGRAMS

Wisconsin Department of Health Services

- <https://www.dhs.wisconsin.gov/forwardhealth/index.htm>
 - This page provides information about the benefits programs offered in Wisconsin, including but not limited to: BadgerCare, FoodShare, Medicare, WIC, energy assistance, free and reduced school lunch, free and reduced-cost health and dental care clinics, and elderly nutrition programs.

**Access Wisconsin**

- <https://access.wisconsin.gov/access/>
 - This website is a quick assessment for people who live in Wisconsin to find out if they might qualify for financial assistance: buying food, low or no-cost health care, buying prescription drugs, paying for childcare, home energy assistance, special tax credits and low-cost life insurance.

JOB WEB SEARCH PAGES**Wisconsin Department of Workforce Development**

- <https://jobcenterofwisconsin.com/>
 - A Wisconsin-based employment site that links employers with anyone looking for a job. The site is free to both employers and job seekers and is available 24 hours a day.

SKILLS, VALUES, INTEREST ASSESSMENTS AND CAREER RELATED INFORMATION

- <https://www.vawizard.org/wizard/careersAssess>
 - This site provides skills, interests, and values assessments and then determines career “fits” relative to your specific skills, interests, and values. *Note: You do not have to create an account to get your results. An account is only needed if you want to save this information to a profile you have with the website.

U.S. Department of Labor O*NET Code Connector

- <https://www.onetcodeconnector.org/>
 - A database containing hundreds of job titles, descriptions of each, and the tasks normally associated with that job.



CHART FOR ORGANIZING JOB SEARCH INFORMATION

Job Title	Company Name & Address	Phone & Email	Contact / Interviewer Name	Dates to Remember
				Date Applied: _____ Interview Date: _____ Follow-up Date: _____
				Date Applied: _____ Interview Date: _____ Follow-up Date: _____
				Date Applied: _____ Interview Date: _____ Follow-up Date: _____
				Date Applied: _____ Interview Date: _____ Follow-up Date: _____



MK-FC-102 (11/22)

Wisconsin Farm Center | DATCP.WI.GOV | 800-942-2474 | farmcenter@wisconsin.gov