

Referrals/Applicants to H-2A Job Orders: Interview Form

The New York State Department of Labor has created this form as a service to help agricultural employers properly document interviews of domestic referrals or applicants to H-2A job orders. Agricultural employers are **not required** to use this form.

Farm name: _____

Name and title of interviewer: _____

Name of applicant: _____

Applicant's phone number: _____

Date of interview: _____

The following are questions you can ask the applicant to determine if he/she meets the minimum requirements of the job order. You should ask if the applicant has reviewed the job order and have a copy of the ETA 790 at the interview.

Where did you hear about the job opening?

Have you reviewed a copy of the job order? Yes No

Requirements	Yes	No	Not Applicable / Comments
Are you available to work the days and hours specified in the job order?			
Are you willing and able to work for the entire contract period?			
Are you willing and able to work in adverse weather conditions for extended periods of time? Discuss the details of the working conditions included in the job order.			
This position is physically demanding. Do you meet the physical requirements of the position? Discuss the specifics of the physical requirements included in the job order.			

Agricultural Experience Requirement, if applicable:

Tell me how many months of experience you have in the following:

Type of agricultural experience (you should list specifics from your job order in each of the sections below, i.e. tomatoes, pruning, weeding, etc.)	Months of experience
Crops:	___ months
Crop activity:	___ months
Using hand tools:	___ months
Operating equipment:	___ months

What are the names and phone numbers of the employers where you gained the agricultural experience? The *Agricultural Experience Verification Form* can be used as a guide when contacting the applicant's previous employer(s).

Other:

Discuss the terms and conditions included in the job order not covered in the above questions (i.e. house/camp rules; certification/licensing requirement; transportation, etc.).

The following should be completed by the interviewer once the interview is over.

Was this applicant hired for the position? Yes No

Did you contact the applicant's previous employer(s)? Yes No

Date of contact: _____

If not hired, what are the lawful job-related reasons for not hiring the applicant? Check all that apply.

Applicant does not meet the following:	
Physical requirement	
Experience requirement	
Unable to verify experience	
Contract period	
Work schedule	
Certification/Licensing requirement	

Other (specify): _____

Did you inform the applicant if he/she was not hired? Yes No

Date of notification: _____

Notes:

Note: It is unlawful for employers to discriminate against employees and applicants for employment on the basis of age, race, color, religion, national origin, gender, sexual orientation, disability, marital status, military status, domestic violence victim status, arrest record, conviction record, predisposing genetic characteristics, and familial status (in housing only).