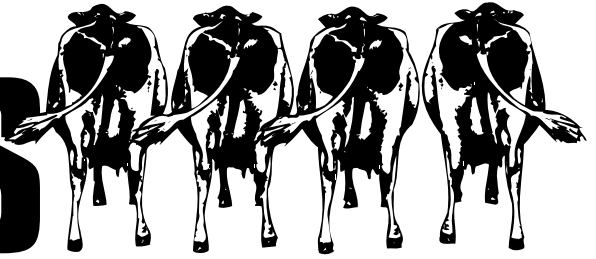


JUNE 2000

# Dairy Lines



Volume 6, Number 6

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## Upcoming Events

**Sooner State Dairy Cattle  
Judging Contest and Quiz Bowl**  
July 28 • Payne Co. Fairgrounds,  
Stillwater, OK

**Kansas Junior Dairy Show**  
August 17-19  
Salina, KS



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## DAIRY RESEARCH & EXTENSION NEWS

[http://www.oznet.ksu.edu/dp\\_ansi/dairylin.htm](http://www.oznet.ksu.edu/dp_ansi/dairylin.htm)

# The First 30 Days with a New Employee

*Sarah Fogelman, K-State Research & Extension*

A recent study by Ernst and Young concluded that recruiting and retaining key personnel is the single largest concern of the 400 fastest growing companies in the country. Is your business one of those 400? Probably not. Should you be concerned about finding and keeping quality employees? You bet.

To make sure you attract and select the best possible people for your business, and follow up with the necessary training and orientation, you should do some serious thinking about the first 30 days of your relationship with your employees.

It begins with the recruitment and selection process. Before filling any position, you must first know that position inside and out. Many employers take this step for granted but it is perhaps the most important. Analyze the job in detail. Include: physical and mental requirements, licenses and permits, skills and abilities, and personality characteristics. Don't take anything for granted. Finish with a detailed and specific job description. This will help you recruit the right kind of applicant and offer that applicant a good preview of what the job will entail.

How do you know if an applicant and a position will be compatible? It is usually a good idea to run the applicants through some hurdles, or a series of evaluation tools. In many instances, one hurdle must be "cleared" before an applicant can advance in the selection process. Some examples of hurdles include: written applications, written tests, oral tests, interviews, practical tests, and reference checks.

A hurdle is only as effective as its delivery so be thorough when developing and administering these tools. Applications, tests, and

interviews can help evaluate the quantitative aspects of the job and an applicant's knowledge. Practical tests often reveal information about the applicant that isn't necessarily black and white—like common sense, willingness to ask for help, and hands-on ability. References should be considered cautiously. People you know and trust are the only references you can really rely on to give an accurate picture of a potential employee. Even then, people have different perceptions and personalities.

The last thing about the selection process to remember is that evaluation goes both ways. While the applicant might not get the job if he or she doesn't perform well, you might not get a great employee if you don't put your best foot forward, too.

Training employees is absolutely vital in preparing them for success. They will need advice on everything from the informal relationships among coworkers to their specific job responsibilities. Frequently, it is helpful to instigate a mentor relationship between new employees and existing employees that know the ropes. Utilizing another employee for this purpose allows the new employee to feel like they have a friend within the business they can count on. Likewise, the mentor may feel complimented when trusted with a large responsibility like mentoring a new co-worker.

Performance evaluations should be done on a regular basis for everyone who within your business. This is especially true for new employees. We all know it is best to stop bad habits before they start. Training new employees and reviewing their progress regularly for at least three months may prevent future problems. When an employee is new, instruction and guidance will most

*continued on page 2*

## Heart of America Dairy Herd Improvement Summary (May)

	Quartiles				Your Herd
	1	2	3	4	
<b>Ayrshire</b>					
Rolling Herd Average	16,908	14,292	12,964	11,519	
Summit Milk Yield 1st	61	34.67	47	27	
Summit Milk Yield 2nd	75.5	65.67	53	47.67	
Summit Milk Yield 3rd	79.5	45.33	61.5	38	
Summit Milk Yield Avg.	73.5	63.67	55.5	51.67	
Income/Feed Cost	1,332	927	1,074	759	
SCC Average	256	245	230	184.33	
Days to 1st Service	80.5	60.67	58.5	87.67	
Days Open	151.5	101	116	120	
Projected Calving Interval	14.2	12.5	13	13.17	
<b>Brown Swiss</b>					
Rolling Herd Average	19,532	15,824	14,742	12,000	
Summit Milk Yield 1st	59.2	53.8	49.4	45.5	
Summit Milk Yield 2nd	77.6	64.80	49	57.17	
Summit Milk Yield 3rd	86.2	72.8	68.2	60.5	
Summit Milk Yield Avg.	74.4	64	60.8	54.67	
Income/Feed Cost	1,568.5	1241.2	1206.5	964	
SCC Average	481.4	337	257.5	331.5	
Days to 1st Service	98	83	83.4	58.33	
Days Open	157.4	170	163.2	264.17	
Projected Calving Interval	14.38	14.82	14.6	17.92	
<b>Guernsey</b>					
Rolling Herd Average	16,437	15,293	13,810	13,810	
Summit Milk Yield 1st	58	60	49	49	
Summit Milk Yield 2nd	69	31.5	60	60	
Summit Milk Yield 3rd	68	36	59	59	
Summit Milk Yield Avg.	64	62.5	56	56	
Income/Feed Cost	1502	1356.5	1,235	1,235	
SCC Average	215	151.5	338	338	
Days to 1st Service	91	41.5	70	70	
Days Open	177	121	147	147	
Projected Calving Interval	15	13.15	14.1	14.1	
<b>Holstein</b>					
Rolling Herd Average	23,007	19,905	17,639	14,416	
Summit Milk Yield 1st	72.85	65.32	59.85	50.82	
Summit Milk Yield 2nd	93.37	83.97	73.8	62.44	
Summit Milk Yield 3rd	99.4	89.19	80.94	68.54	
Summit Milk Yield Avg.	87.74	79.25	72.37	62.47	
Income/Feed Cost	1,841	1,520	1,304	1,025	
SCC Average	333.79	368.49	372.93	490.36	
Days to 1st Service	92.33	91.74	90.39	92.55	
Days Open	162.05	167.14	176.28	197.08	
Projected Calving Interval	14.54	14.71	15	15.65	
<b>Jersey</b>					
Rolling Herd Average	17,289	14,817	13,367	10,924	
Summit Milk Yield 1st	53.88	50.22	45.75	37.67	
Summit Milk Yield 2nd	48.25	50.67	55.13	48.78	
Summit Milk Yield 3rd	74	57.22	61	51.56	
Summit Milk Yield Avg.	65.63	57.67	54.88	46.89	
Income/Feed Cost	1,703	1,504	1,212	781	
SCC Average	353.88	320.44	200	450.56	
Days to 1st Service	75	77.89	78.38	78.33	
Days Open	140	133	141.5	135.22	
Projected Calving Interval	13.85	13.59	13.88	13.66	
<b>Milking Shorthorn</b>					
Rolling Herd Average	14,734	13,721	13,604	11,763	
Summit Milk Yield 1st	49	55	47	23	
Summit Milk Yield 2nd	70	70	54	50.5	
Summit Milk Yield 3rd	71	76	66	64.5	
Summit Milk Yield Avg.	60	70	58	57.5	
Income/Feed Cost	1008	1166	1100	1259	
SCC Average	222	180	327	290	
Days to 1st Service	84	0	80	84	
Days Open	155	270	156	110.5	
Projected Calving Interval	14.30	18.10	14.3	12.8	

## Hay Prices\*—Kansas

	Location	Quality	Price (\$/ton)
Alfalfa	Southwestern Kansas	Supreme	90–95
Alfalfa	Southwestern Kansas	Premium	85–90
Alfalfa	Southwestern Kansas	Good	—
Alfalfa	South Central Kansas	Supreme	—
Alfalfa	South Central Kansas	Premium	80
Alfalfa	South Central Kansas	Good	70
Alfalfa	Southeastern Kansas	Supreme	—
Alfalfa	Southeastern Kansas	Premium	80–90
Alfalfa	Southeastern Kansas	Good	60–75
Alfalfa	Northwestern Kansas	Supreme	—
Alfalfa	Northwestern Kansas	Premium	80–90
Alfalfa	Northwestern Kansas	Good	50–70
Alfalfa	North Central Kansas	Supreme	—
Alfalfa	North Central Kansas	Premium	85–90
Alfalfa	North Central Kansas	Good	50–70

Supreme = over 180 RFV (less than 27 ADF)  
 Premium = 150–180 RFV (27–30 ADF)  
 Good = 125–150 RFV (30–32 ADF)

Source: USDA Kansas Hay Market Report, May 19, 2000

## Hay Prices—Oklahoma

	Location	Quality	Price (\$/ton)
Alfalfa	Central/Western, OK	Premium	80–90
Alfalfa	Central/Western, OK	Good	65–85
Alfalfa	Panhandle, OK	Premium	85–95
Alfalfa	Panhandle, OK	Good	60–80

Source: Oklahoma Department of Agriculture, May 18, 2000

## Feed Stuffs Prices

	Location	Price (\$/ton)
Blood Meal	Texas Panhandle	—
Corn Gluten Feed	Kansas City	52–58
Corn Gluten Meal	Kansas City	235–250
Corn Hominy	Kansas City	67–70
Cotton Seed Meal	Kansas City	139–141
Whole Cotton Seed	Memphis	122
Distillers Grains	Central Illinois	74–77
Pork—Meat and Bone Meal	Texas Panhandle	183
SBM 48%	Kansas City	179–185
Wheat Middlings	Kansas City	43–47

Source: USDA Feedstuff Market Review, May 3, 2000

*continued from page 1*

like be viewed as helpful. After the employee has been on the job for a while, the same instruction or guidance might be viewed as insulting or criticism. Evaluations should start early and continue throughout the employee's career.

The best thing you can do while training is to create the kind of environment where employees are not afraid to ask questions. Those environments help employees and managers work together to help the team become its best. Take the time to listen to both questions and ideas. New employees may bring a new approach +to old problems. Utilize this fresh perspective.

Recruiting, selecting, and training the right people for your business is a significant challenge. There are no easy solutions to these problems because every situation is so unique. The best advice for managers who are looking to build a qualified workforce is to be innovative, persistent, and realistic. Recognizing the strengths of your business and people will help your employees turn their jobs into their careers.

# Employee Management for Animal Agriculture Conference

August 10-11, 2000

Hyatt Regency—Wichita, Kansas

## General Sessions

### Business Success through People-Oriented Management

—Every day we are hearing that people are the most important asset of a business. This presentation will introduce the conference by providing a vision for a farm business that develop and utilizes ALL of the capabilities of ALL personnel.

**Creating a Positive Culture**—This session will help employers turn their businesses into places where people enjoy working. This incredibly thought-provoking topic could be the single most important session for employee retention.

**Building a Reputation as an Employer**—If you want to have strong applicants, take some time to improve your number one recruitment tool – your reputation. This session will help your business become known as one where people want to work.

**Measuring and Improving Employee Satisfaction**—How satisfied are your employees with their jobs? What influences an employee's job satisfaction? This session shows research results from interviews with 300 farm employees. What they have to say might surprise you.

## Breakout Sessions

1. **Conflict Resolution**—Employee managers are constantly struggling to “put out fires.” This session will cover how those conflicts can be prevented and resolved.
2. **Employee Empowerment**—This session will help you develop the kind of employees who can think for themselves, manage their own work and take initiative.
3. **Selecting for Success**—Before you hire another employee you should develop a selection process that assures a good match between person and position. Participants will learn about selection tools that match their business objectives and culture.
4. **Creative Compensation**—It is more important than ever to create competitive, flexible, and affordable compensation packages. This session will help you outline a pay system that sends all the right messages.
5. **Managing the Multicultural Workforce**—This session covers tough topics, such as conquering language barriers, appreciating different cultures, and integrating traditional and multicultural employees.
6. **Building Teams as a Staffing Strategy**—Many employers are turning to team-based work to allow more flexibility. See how you can create teams and improve your employee productivity and morale.

7. **Evaluating Performance and Providing Feedback**—Research shows that providing timely and useful feedback is one of the most important things any manager can do. This session will help make sure you do it and do it right.
8. **The first 30 days!**—The first month of a new job is the most important time of an employee's tenure with a business. This session will focus on the steps every employer should take to make the first thirty days, and possibly the next thirty years, run as smoothly as possible.
9. **Overcoming Barriers to Communication**—Communication is a key to success with any business. It is easy to assume messages are clear and easily received, but this session might make you re-think your current practices.
10. **Becoming the Employer's MVP**—Every operation needs a Most Valued Person—the employee the ownership turns to in a crisis. This session details the rise of an employee into MVP status.
11. **Managing the Family Workforce**—In this session you will learn how to manage conflicts and communicate through the problems that arise when you're working with friends and family.
12. **Minimizing Legal Risks**—Here we will tackle such questions as discrimination, liability and discipline do's and don'ts. This session will be a must for anyone concerned about the legal risk that employers assume.

**This is the most comprehensive conference on human resource management ever in the Midwest. Nowhere else can you interact with experts of this caliber.**

**The conference will kick off at 10:00 a.m. Thursday, August 10, 2000 and adjourn by 3:30 p.m. on Friday, August 11, 2000.**

## Lodging

The Hyatt (800-360-8188) is offering a special rate for conference participants who call before July 10. After July 10, the conference rate will be available on a limited basis. Please call the hotel of your choice as soon as possible for reservations.

## For More Information

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www.oznet.ksu.edu/employee

## Registration Form

No registrations will be accepted after August 3

Mail form and check to Southeast Area Extension Office, 308 West Fourteenth, Chanute, KS 66720

Make Checks payable to SEA Extension Office

No refunds given after August 3

**Register early—Space is Limited!**

Questions? Call Karen at 316-431-1530

Name \_\_\_\_\_

Business name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Breakout sessions most interested in attending: # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

Enterprise most involved in: Beef Swine Dairy Other \_\_\_\_\_

**Check included for:** \_\_\_\_\_ **Full Registration**, \$100 (includes all meals, except breakfast, and materials)

\_\_\_\_\_ **Late Registration** (after July 21 and before August 3) \$125

\_\_\_\_\_ **Guest Ticket** for Riverwalk Barbecue \$15

DEPARTMENT OF ANIMAL SCIENCES AND INDUSTRY  
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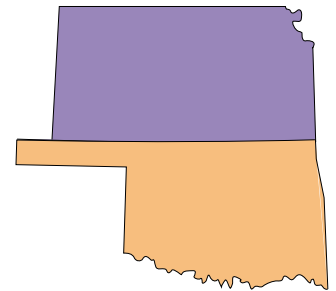
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**DAIRY RESEARCH AND EXTENSION NEWS**  
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