



# PART 1: THE HIRING PROCESS

*Spotlighted in the Guide...*



WHEATLAND, CALIFORNIA  
[WWW.BISHOPSPUMPKINFARM.COM](http://WWW.BISHOPSPUMPKINFARM.COM)



LEHI, UTAH  
[WWW.CORNBELLYS.COM](http://WWW.CORNBELLYS.COM)



# GUIDE

# Employee Hiring



## SPOTLIGHT: BISHOP'S PUMPKIN FARM

### Step 1 - Application Process

We start taking applications the first Monday in August for all new employees.

For returning employees we send reminders in their W-2 for when to apply for the next season. We do not advertise for new employees, it has been word of mouth and posted on our facebook.

This year we are going to have returning employees apply two weeks before so we have an idea of how many returnees we will have.

At the end of this last season we had each manager **score their employees** with a 1- yes they would like them back, 2- they think they are okay but would work better somewhere else and should be re-interviewed and 3- do not hire back.

All applicants come to the farm to hand in their application. At that time our human resource manager takes the application and **scores the individual on appearance, attitude, and neatness** and gives them another score on the application. This is done while the H. R. is talking to the applicant; she then decides if that person goes further in the process.

If they pass, she gives them an **online survey** (on surveymonkey.com) and tells them they have 72 hours to complete it. The HR reads all surveys and scores them again. If the applicant's score from the application, appearance and survey meet our minimum requirement, they then get called back for the group interview.



# Bishop's Pumpkin Farm

Returning: Yes/ No
Wage:
For office use only

1415 Pumpkin Lane, Wheatland, CA 95692 530-633-2568

You must be at least 14 years old and a freshman in high school to work at Bishop's Pumpkin Farm. The jobs available are varied and seasonal.

We are looking for employees that are family friendly. Appearance must be neat, no piercings anywhere but ears, hair must be out of face, if hair is long it must be pulled back or hat must be worn. Tattoos must be covered if possible.

## PERSONAL INFORMATION:

Name: \_\_\_\_\_  
First Middle Last

Are you 14 years or older and at least a freshman in high school? Yes/ No      Are you over 18 years old? Yes/ No

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Reference: \_\_\_\_\_ Phone #: \_\_\_\_\_

## EDUCATION:

High School	Years attended	Did you graduate?	
College	Years attended	Did you graduate?	Subjects Studied
Other Schooling	Years attended	Did you graduate?	Subjects Studied

## EMPLOYMENT HISTORY: Please list most recent employment first.

Date Month and Year	Name & Address of Employer	Salary	Position	Reason For Leaving
From: To:				
From: To:				

## EMPLOYMENT AVAILABILITY:

Are you available to work in September and October? Yes or No

Weekends or Weekdays or Both (circle one)

Are there any days during our season that you will be unavailable to work? \_\_\_\_\_

## Preferred Area of

Employment: \_\_\_\_\_

See Job Descriptions

How would you like us to contact you? (Circle one) Cell phone Home Phone Text Email

# Bishop's Pumpkin Farm Job Descriptions

The Farm is open from September 25<sup>th</sup> - October 31<sup>st</sup>. In September the hours are 9-6 everyday and in October the hours are 9-7 everyday.

**We are looking for people who can work at least 10 hours per week, with Friday, Saturday and Sunday being the busiest days. All jobs will require knowledge of the farm and events. Friendly, courteous and respectful customer service is our number one priority for any of our positions. Employees must be 14 years old and a freshman in high school or older. If under 18 years old you must be able to obtain a work permit from your school.**

**Food Service:** Our food service areas require a range of abilities from cooking to filling drinks. You will be part of a team working with others to get the customers order filled. For this job category we are looking for team players who work well with others at a fast pace to get the best quality food to our customers with attention to detail and cleanliness. We will need 100 employees with some jobs requiring you to be 18 years or older.

**Bakeshop:** Behind the scenes baking in commercial kitchen. All cakes, pies, cookies, muffins and etc. are made from scratch with top secret family recipes. For this job category we are looking for someone who can multi task, stand for long periods of time and bake our famous goodies with pride to detail. Some very early mornings are required. 10-12 people needed with job requiring you to be 18 years or older.

**Bake Shop Sales:** Packaging baked goods, serving customer's with a friendly smile and teamwork are required for this fast paced job. 20-22 employees needed.

**Cashiers:** Customer Service and friendliness is most important in this job. Taking customers orders with accuracy, knowing the cash register and giving correct change is required while always remembering to smile. Bakeshop, Pigadeli Square, ticket booths and parking all need cashiers. About 70 positions available.

**Retail:** Working in our Gift Shop, Fanny Annie's Candy or Cider Mill requires friendly customer service with an outgoing personality and an interest in selling. Attention to cleanliness, restocking, running a cash register and selling merchandise is required for this job. 18-20 employees needed.

**Coyote Mountain and Corn Maze:** Attendants will be working directly with customers and lots of children. Enthusiasm and friendliness while giving instructions and keeping an eye out for safety is key for this job. 8-10 attendants 14 years or older recommended.

**Petting Zoo:** Attendant will prepare food to sell for animals, run cash register and keep an eye on animals and children to ensure safety for both. 2-3 attendants during weekend and 1-2 on weekdays with one being an adult supervisor.

**Hayride Driver:** Drivers need to be 18 years or older with a valid drivers license and some mechanical skills. Will be pulling wagons to pumpkin fields with customers riding, helping load and unload wagons, friendliness, responsibility and attention to safety is what this job requires. 16-18 employees

**Train Ride:** Drivers need to be 18 years or older with a valid drivers license. Customer service, friendliness and enthusiasm while giving instructions, watching out for safety and driving the train is required for this job. 6-8 needed

**Pig Races:** Entertain while loading pigs and goats into starting gate. Outgoing, energetic, acting skills and ready to entertain a crowd is what this job requires. Experience with animals is helpful 2 entertainers needed.

**School Check-in:** Friendliness, organization, patience and ability to give instructions is what is needed for this job. Weekdays only. 3-4 employees needed.

**Information Booth:** Knowledge about the farm, phone answering, customer service, first aid and able to give directions to the farm and around the farm are part of this position. 2-3 employees needed.

**Pumpkin Check Out:** Customer Service and friendliness while selling pumpkins and merchandise is part of this job. Talking to customers and asking about their day, answering questions and having knowledge of the farm is a very important part of this job.



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## SPOTLIGHT: BISHOP'S PUMPKIN FARM

### Step 2 - Group Interviews

We schedule 50 per interview and hold multiple interview sessions.

When the applicants arrive, we have them fill out an envelope with their address on it (have an example of how it should be done, what an eye opener, many teenagers do not know how to do this!), have their picture taken and play interview bingo with fellow applicants. This gives us a chance to see how they follow instructions and interact with others. They also receive a colored coded name tag which puts them into one of five groups.



#### INTERVIEW BINGO

Find people in your interview group that match the different descriptions. When you find a person that matches a description and have them initial the box. Each person can only initial one box.

**SAMPLE**

Someone who speaks a foreign language	Someone who has lived outside the US	Someone who lives on Beale FB	Someone wearing a blue shirt
Someone who's favorite food is pizza	Someone who has been kayaking	Someone who's favorite color is green	Someone who has more than 3 pets (not including fish)
Someone who is afraid of spiders	Someone who has met a celebrity	Someone who has performed on a stage	Someone who hates the winter
Someone who has more than three siblings	Someone who is an only child	Someone who lives inPlumas Lake	Someone who plays an instrument

WHEN you have every box initialed please return to Sara.

NAME \_\_\_\_\_



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### Step 2 - continued

We sit each group at a picnic table and one manager per table will supervise a **teambuilding activity**:

1. Each manager will read the instructions to their group once and then hand over the instructions for them to look at.
2. When the group is done with the project, the manager will hand them sticky notes and a pen. Each applicant then writes either an H (helper), T (task master), L (leader) or C (creative) on the sticky note and then **sticks it to the other team members** they think deserve it. They can put more than one note on a person or none.
3. The manager will then **score each applicant** on how they perform (see sample) from 0 -10, 10 being the best.



Group 1	Name	Energy	Talkative	Friendly	Shy	Outgoing	Leader	Follower	Creative	Helper	Task Mast.	Didn't Part.
Person 1												
											Total	
Person 2												
Person 3											Total	
Person 4											Total	
Person 5											Total	
Person 6											Total	
Person 7											Total	
Person 8											Total	

**SAMPLE**



# Bishops Pumpkin Farm Group Interview Team Project

Goal: Using materials provided to construct a bridge. The bridge must be at least 36 inches and no more than 42 inches long. It must be able to support a bottle of water for 30 seconds. You must use all of the twine, at least 7 paper clips, and at least 5 rubber bands and one nail.

Phase I: Planning. You will have four minutes to make building and presentation plans. No construction may take place during Phase I.

Phase II: Construction. You will have 15 Minutes to complete the construction of your bridge. A two minute warning will be given. Construction must be completed at the end of 15 minutes.

Phase III: Presentation. Choose one member of your team to present bridge to group. Presenter will be given 30 seconds to describe their teams planning and building process. After 30 seconds is up the water bottle will be placed on the bridge for 30 seconds.



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### Step 3 - Interview Questions

After the teambuilding project is done, each manager will ask 3 to 4 **behavioral questions** to the group.

Each manager will rotate so they go to each table and ask their questions. We will have 12 minutes at each table. The managers then score each applicant on the interview questions.

Before we let everyone go we have a drawing with the interview bingos and the winners usually get candy. We let them know **they will receive a letter** by a certain date. If they are hired, the letter will give them all the info they need for orientation and training dates.

### Step 4 - Hiring & Orientation

The next day our H.R. person has added up all the scores and the managers meet and we pick employees based on all the info we have gathered. We **start with the highest score** and go until we feel we have reached applicants we feel do not meet our requirements.

Our orientation involves all employees hired. We go over our handbook and other information they might need. They also receive **Bishop 101** where they answer questions about the farm and can earn **Bishop Bucks** to spend on the farm. They also receive 2 train tickets and 2 corn maze tickets. After orientation they then go to their supervisors to get trained in the department they are working in.





## **Bishop Farms**

### **Behavioral Interview Questions**

#### Ann's Questions

1. Tell me about a time when you were a member of a team that depended on you. What did you do to be an effective team member and what was the outcome? *Looking for history of working well with a team*
2. Tell me about a time when you exceeded the expectations of a boss/teacher/coach/parent. What were the circumstances and what was the outcome? *Looking for an example of self starting and achievement*
3. Tell me about a time you observed a coworker give poor customer service. What was the situation and what was your reaction? *Looking for recognition of what good service is and their desire to provide it*
4. What would your friends say are your greatest strengths? *Looking for strength of character*

#### Austin's Questions

5. Give me an example of a time when you were given a task to complete, at work or as a class project; that you found really challenging. What did you do and how did it turn out? *Looking for an example of self starting and achievement*
6. Tell me about a time when you chose to do the right thing despite what the repercussions might be. What did you do and what did you learn from the experience? *Looking for strength of character*
7. Give me an example of a time you were unable to meet your work/school/team obligations because something happened in your life. What was the situation and what did you do? *Looking for their level of commitment*
8. Tell me about your last job evaluation. What positive things did your boss say about you and what do you need to improve? *Look for positive outlook and listen for glaring weaknesses*

#### Joanne's Questions

9. Give me an example of a situation where you had to step into a leadership role or take charge of a situation unexpectedly. What did you do and what did you learn from the experience? *Looking for leadership and/or self starter*
10. Tell me about a time when you were asked by your peers to do something you were uncomfortable with. What did you do; what was the outcome; what did you learn? *Looking for strength of character*
11. What is your family's biggest criticism of you? *Listen for glaring weaknesses*
12. Tell me about a time a boss/teacher/parent/coach was disappointed or unhappy with you. What was the situation and what did you do about it. *Looking for problem solver, respect for others*

### Sandy's Questions

13. Tell me about something you are really proud of. What was the situation and why did it make you proud? *Looking for pride in accomplishments, strength of character*
14. Give me an example of a time you had to learn some new skills really quickly. How did you do it and what was the outcome? *Looking for people excited to learn a new job, flexibility*
15. What would you find most challenging about working at Bishop's Pumpkin Farm? *Watch out for negative outlook*
- 16.

### Sara's Questions

17. Give me an example of a time when you were unable to meet a deadline or fulfill a promise to someone. What did you do and what was the example? *Look for problem solver, watch out for negative outlook*
18. Tell me about your favorite boss/teacher/coach. What was special about him or her? *Look for desire to emulate positive traits*
19. Are you generally a "lucky" person? *Look for positive outlook*
- 20.



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## SPOTLIGHT: CORNBELLY' S

### Step 1 - Spreading the Word

At Cornbelly's we utilize several channels in the first part of August to advertise our job openings:

- o A local university job board
- o A popular online classifieds listing located on a local tv station's website.
- o Craigslist
- o Employment services for local church organizations

Below, you'll see the job posting Cornbelly's used for the 2011 season:

### **Now Hiring!**

Fall is just around the corner and with fall comes festivals of fun! Cornbelly's Corn Maze & Pumpkin Fest is currently looking for fun folks who are reliable and willing to work hard by providing friendly service to children and adults.

Various Part-Time Positions are available including:

**Ticket Booth/Cashiers**

**Corn Cop**

**Courtyard**

**Educational/Field Trips**

**Food Preparations/Sales**

**Haunting**

**Pumpkin Princess Playland**

**Tractor Drivers**

**Special Events**

Jobs begin September 30th and will go through October 29th. If you feel like you would like to be a part of our Cornbelly's Team, please feel out a job application to request an interview.

\*\* Must be 16 years or older to apply.



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## SPOTLIGHT: CORNBELLY'S

### Step 1 - continued

Many previous employees are invited back to work for Cornbelly's through the following process.

At the end of each season, **supervisors fill out post-cards** with the addresses of any employees they were happy with and would like to invite back. The postcards are kept in our office and **mailed out the following year**, just before the hiring process begins. A sample is below:



PO Box 367  
Spanish Fork, UT 84660

**SIDE 1**

My Cornbelly's supervisor is:

\_\_\_\_\_

**NAMES/ADDRESS OF EMPLOYEES  
WE'D LIKE TO RETURN NEXT YEAR  
ARE FILLED IN HERE**

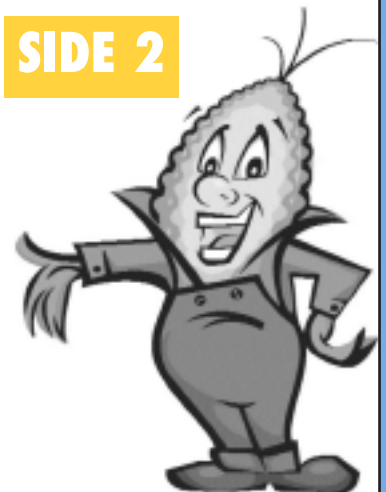
### Get Ready!

**SIDE 2**

Cornbelly's season is just around the corner and we'd love to have you back this fall as an employee!

If you are interested in returning to work, please send an email to [info@cornbellys.com](mailto:info@cornbellys.com) by Sept. 1 with the following info:

- your 2010 supervisor name
- your name, phone number, email address
- whether you prefer to work in the same or a different area this year





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## SPOTLIGHT: CORNBELLY' S

### Step 2 - Application

Because Cornbelly's Employment Application is on our website, **applications are received via e-mail** and are saved on the computer in one folder. After an application is received, an e-mail is sent with the following message:

Good morning,

**SAMPLE**

We recently received your Application for Employment for Cornbelly's Corn Maze and Pumpkin Fest and want to thank you for your interest in joining our team. We plan to conduct interviews on or around September 1 and will contact you with more details and an exact interview time by August 15. We look forward to speaking with you about the possibility of working with us at Cornbelly's and hope you're enjoying a fun summer.

Thank you and we'll keep in touch,

*Want to see our  
online application?*

CLICK HERE:

**[www.cornbellys.com/  
employee-application.html](http://www.cornbellys.com/employee-application.html)**







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## SPOTLIGHT: CORNBELLY' S

### Step 3 - Interviews

Two weeks before interviews, an e-mail is sent out to the applicants we would like to interview. Because of the large number of applicants, Cornbelly's conducts **interviews in groups of six**. To schedule the interviews, six people are sent the same e-mail with the same times, and then another six are sent an e-mail with a different time, etc.

Each individual's original application for employment is printed out so that each interviewer has a copy. Interviewers make notes on the applications, identifying positive and negative characteristics each applicant appears to exhibit during the interview.

Good Morning,

**SAMPLE**

Thank you again for applying for a position with Cornbelly's Corn Maze and Pumpkin Fest. We would like to schedule an interview with you for the following time:

**Date:** Thursday, September 8, 2011  
**Time:** Approximately 5:50 PM  
**Location:** Cornbelly's Corn Maze and Pumpkin Fest  
Thanksgiving Point  
3003 North Thanksgiving Way  
Lehi, UT 84043

Interviews will be held in a group setting with other applicants being interviewed simultaneously. We anticipate that interviews will last 15-20 minutes.

Cornbelly's Corn Maze and Pumpkin Fest is a seasonal business, thus, the positions we are hiring for are temporary positions that will need to be filled for the month of October. We look forward to meeting with you and hope that you have a safe and happy weekend.

Please respond to this e-mail to confirm whether or not you will be available for this interview time.

Thank you,





The  
**MAZE**  
GUIDE  
Employee  
Hiring

## SPOTLIGHT: CORNBELLY' S

### Step 4 - Post-Interview

Those applicants who are selected to be hired receive an **invitation to employee orientation night**.

#### Employee Orientation

Please join us at Employee Orientation to kick off your employment with Cornbelly's. You'll have the opportunity to **meet your supervisor** and other co-workers. You'll **learn what will be expected of you** as a Cornbelly's employee and in return for your

**Remember to Bring:**

- **Photo copies of 2 Forms of Identification**

For a list of what is acceptable, please visit:  
<http://www.uscis.gov/files/form/I-9.pdf>

- **Social Security Number**

**Date:**

**Thursday, Sept. 23rd**

**Time: 6:00 pm**

**Place:**

**Cornbelly's**

Thanksgiving Point

3003 North Thanksgiving Way

Lehi, UT 84043

Those who are not selected, will receive an email that thanks them for their time and interest.

Good afternoon,

**SAMPLE**

Thank you so much for inquiring about a position with Cornbelly's Corn Maze & Pumpkin Fest. We've been fortunate to have a huge number of applicants this year and thus aren't able to find a position for everyone that applied.

At this point we will put you on our waiting list and will definitely be in touch if a position opens up. Again, thank you for taking the time to meet with us and we wish you the best of luck in your endeavors.

Sincerely,





“You can dream, create, design, and build the most beautiful facility in the world, but it requires people to bring the magic alive. ” - *Walt Disney*

**A few questions from the employee guide...****Questions 1-5**

1. According to the employee guide, what does M&M's stand for?
2. What is Cornbelly's position on cell phones or other electronic devices while working at Cornbelly's?
3. What should you do if you find a child who is lost?
4. What are 3 of the factors that will determine if an employee receives the bonus pay rate?
5. Where are the first aid kits located at Cornbelly's?

**Customers will ask you...****Questions 6-10**

6. How many years have the Cornbelly's creators been doing corn mazes?
7. Where are the bathrooms located at Cornbelly's?
8. Which phase of the Scouting maze is longer?
9. Do you take credit cards at Cornbelly's?
10. Where do we pay for pumpkins?



**Communication is Key...**

**Questions 11-15**

- 11. Who is your supervisor and what is his or her's contact information?
  
- 12. Where will your work schedule be posted?
  
- 13. What do you do if you can't work one of your scheduled shifts?
  
- 14. What is the web address for Cornbelly's?
  
- 15. Have you become a fan of the Cornbelly's Facebook page and posted a comment?

**Miscellaneous...**

**Questions 16-20**

- 16. Do we have a lost and found and, if so, where?
  
- 17. What do you do if the weather is bad and you are unsure if you should work?
  
- 18. What should you do if there is an injury that occurs in your area while you are working?
  
- 19. What discount do employees receive on food items?
  
- 20. What is the dress code at Cornbelly's?