



Seasonal Labor Recruitment And Onboarding Checklist 2026

Pre-Season Workforce Planning

Defining labor requirements, estimating seasonal headcount, and establishing budget allocations for seasonal wages and housing.

Estimated Total Seasonal Staff Needed

Allocated Labor Budget (USD)

Target Recruitment Start Date

Expected Season Commencement Date

Seasonal Labor Skill Requirements Description

Write something...

Required Skill Categories

- ☐ Machine Operation
- ☐ Manual Harvesting
- ☐ Chemical Application
- ☐ Irrigation Maintenance
- ☐ Livestock Handling

Workforce Plan Approval Document

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Recruitment and Advertising

Managing job postings, -local community outreach, and managing applications across seasonal labor platforms.

Job Position Title

Write something...

Job Description and Requirements

Write something...

Advertising Channels Used

- ☐ Local Newspaper
- ☐ Social Media (Facebook/Instagram)
- ☐ Agricultural Job Boards
- ☐ Local Community Centers
- ☐ Word of Mouth/Referrals
- ☐ Staffing Agencies

Advertisement Posting Date

Enter date...

Target Number of Hires

Enter a number...

Draft Job Advertisement Copy

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Candidate Screening and Interviewing

Conducting interviews, verifying agricultural experience, and assessing physical capability for specific farm tasks.

Candidate Full Name

Write something...

Interview Date

Enter date...

Required Skills Verified

- ☐ Heavy Machinery Operation
- ☐ Pesticide Application Certification
- ☐ Irrigation System Maintenance
- ☐ Livestock Handling
- ☐ Manual Harvesting

Experience Level

- ☐ Entry Level
- ☐ Experienced
- ☐ Specialized/Skilled

Interview Notes and Observations

Write something...

Resume/CV Upload

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Interviewer Signature

Legal Documentation and Compliance

Verifying I-9/Right to Work documents, reviewing seasonal employment contracts, and ensuring compliance with local labor laws.

Employment Contract Execution Date

Identification and Work Authorization Documents (I-9/Passport)

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Employment Classification

- ☐ Full-Time Seasonal
- ☐ Part-Time Seasonal
- ☐ Temporary/Day Labor

Required Compliance Documents Verified

- ☐ Signed Employment Agreement
- ☐ Tax Withholding Forms (W-4/Local Tax)
- ☐ Signed Safety Policy Acknowledgment
- ☐ Emergency Contact Form

Employee Signature for Policy Acknowledgment

Regulatory Permit or License Number

Write something...

Onboarding and Farm Orientation

Conducting farm tours, introducing team members, and explaining daily schedules and reporting structures.

Orientation Completion Date

Enter date...

Completed Orientation Modules

- ☐ Farm Map and Facility Tour
- ☐ Staff Introduction and Hierarchy
- ☐ Daily Schedule and Shift Overview
- ☐ Emergency Assembly Points
- ☐ Farm Rules and Conduct Policy

Assigned Supervisor Name

Write something...

New Hire Notes and Special Instructions

Write something...

Employee Acknowledgment of Orientation

Safety Training and PPE Distribution

Executing mandatory safety protocols, chemical handling training, and distributing necessary Personal Protective Equipment (PPE).

PPE Issued to Employee

- ☐ Safety Gloves
- ☐ High-Visibility Vest
- ☐ Protective Eyewear
- ☐ Respirator/Dust Mask
- ☐ Ear Protection
- ☐ Steel-Toed Boots

Safety Training Module Completed

- ☐ Hazard Communication (HazCom)
- ☐ Machinery Safety & Lockout/Tagout
- ☐ Chemical/Pesticide Handling
- ☐ Heat Stress Prevention
- ☐ First Aid & Emergency Procedures

Training Completion Date

Enter date...

Employee Safety Acknowledgment

Safety Training Certificate/Document

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Notes on Specific Safety Concerns or Observations

Write something...

Equipment and Tool Allocation

Assigning specific tools, handheld devices, or machinery operating permits to new seasonal staff.

Tools and Equipment Distributed

- ☐ Hand Pruners/Shears
- ☐ Hand Trolleys/Carts
- ☐ Measuring Tapes/Ropes
- ☐ Sprayers/Nozzles
- ☐ Safety Knives
- ☐ Protective Gloves

Equipment Serial or ID Number

Write something...

Date of Allocation

Enter date...

Worker Acknowledgment of Receipt

Photo of Equipment Condition

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Condition Notes or Damage Report

Write something...

Housing and Logistics Management

Finalizing seasonal housing inspections, transportation arrangements, and meal/subsistence logistics for migrant or remote workers.

Housing Check-in Date

Enter date...

Housing Assignment Type

- ☐ On-site Dormitory
- ☐ Off-site Rental
- ☐ Mobile Unit/Trailer

Logistics Requirements

- ☐ Daily Transportation Provided
- ☐ Meal Services Included
- ☐ Personal PPE Kit Provided
- ☐ Communication Device Assigned

Housing Inspection Report

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Worker Housing Agreement Acknowledgment

Payroll and Timekeeping Setup

Registering workers in the digital time-tracking system and establishing weekly/bi-weekly payment schedules.

Employee Full Name

Contract Start Date

Hourly Wage or Daily Rate

Payment Frequency

- ☐ Weekly
- ☐ Bi-Weekly
- ☐ Monthly

Required Tax Documents Received

- ☐ W-4 / Tax Withholding Form
- ☐ Bank Account Details for Direct Deposit
- ☐ Identification Verification

Digital Copy of Signed Payroll Authorization

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Payroll Administrator Verification

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 Generate Sample Report