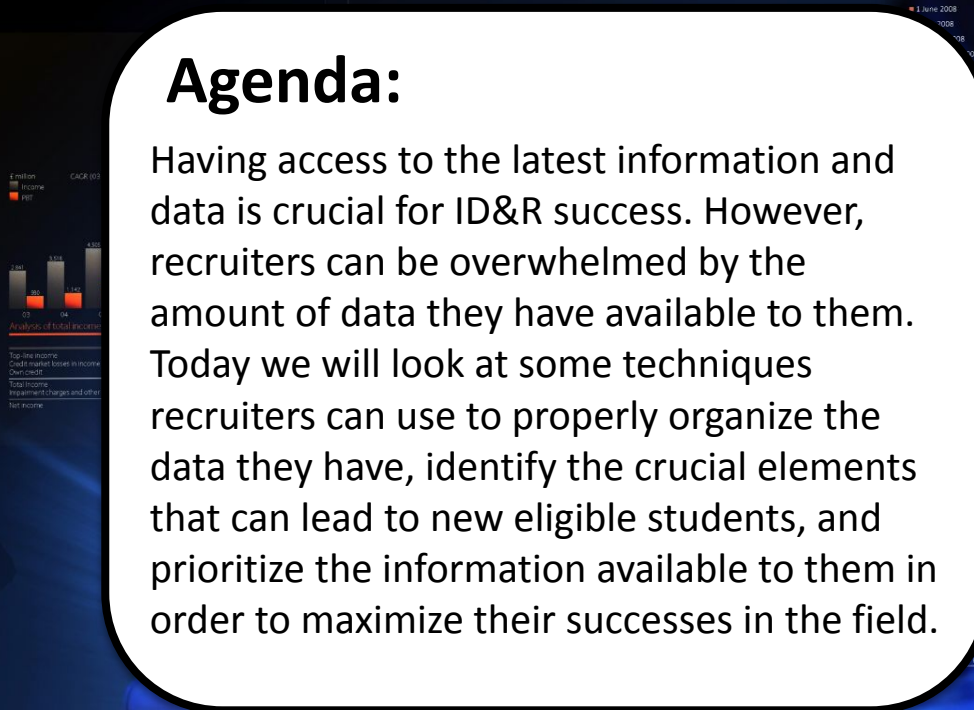


Agenda:

Having access to the latest information and data is crucial for ID&R success. However, recruiters can be overwhelmed by the amount of data they have available to them. Today we will look at some techniques recruiters can use to properly organize the data they have, identify the crucial elements that can lead to new eligible students, and prioritize the information available to them in order to maximize their successes in the field.

very strong income performance well ahead of prior year



IDRC Resources - H2A and Housing Maps

IDRC has created maps of H2A farm locations and H2A housing sites for **EVERY** state in the country.

The maps are available for **free** for both member and non-member states through the IDRC website.

All maps are updated monthly.

Michigan H2A and H2B Orders

Search [] justynidr@gmail.com

Map Satellite

Job Title Legend:

- Farmworkers and Laborers, Crop
- Farmworker
- Farmworkers and Laborers
- Farm Laborer
- Farmworker, Diversified
- Farmworker, Laborer
- Agricultural Equipment Operators
- Nursery Worker

Employer Business Name	Worksite Address	Worksite City	Worksite State	Worksite Zip	Emp
Daryl Coffey	3723 34th St.	Hamilton	MICHIGAN	49419	269-
Valley Farms, LLC	804 N Van Dyke Rd.	Imlay City	MICHIGAN	48444	810-
Valley Farms, LLC	804 N Van Dyke Rd.	Imlay City	MICHIGAN	48444	810-
Rudich Farms Inc	20820 27 Mile Rd.	Ray	MICHIGAN	48096	586-

<https://www.idr-consortium.net/H2aH2bMaps.html>

IDRC Resources - H2A and Housing Maps

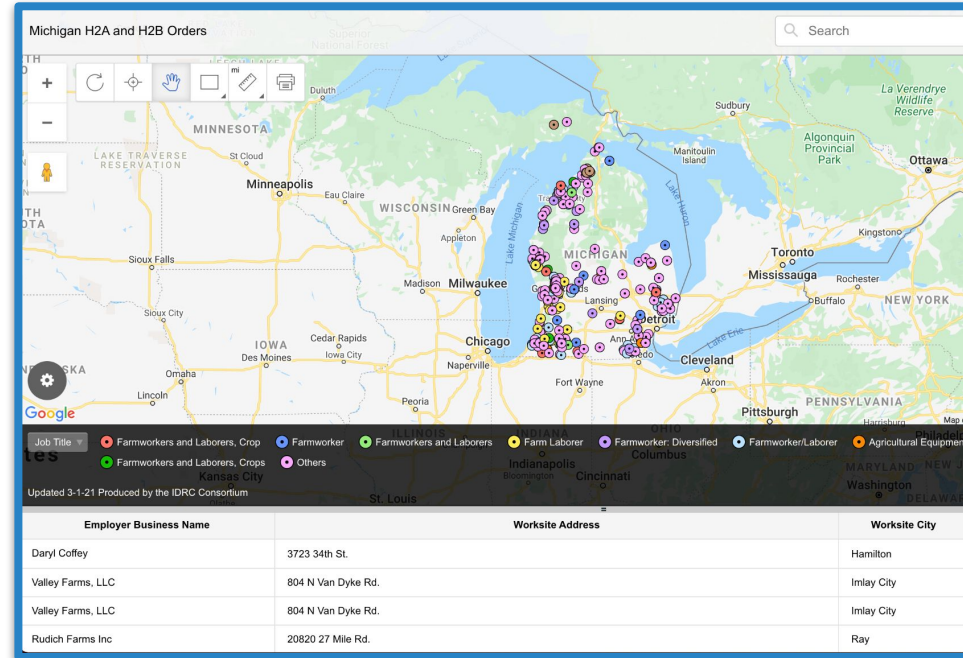
You can access your state's H2A map using the following url. Instead of the word state insert the state you live in:

H2A Map:

<https://batchgeo.com/map/IDRCstate>

Ex: <https://batchgeo.com/map/IDRCMichigan>

Password to enter the map is **IDRC**



<https://www.idr-consortium.net/H2aH2bMaps.html>

IDRC Resources - Farm and Agribusiness Lists

IDRC has created extensive farm lists for all member states. The farm lists include:

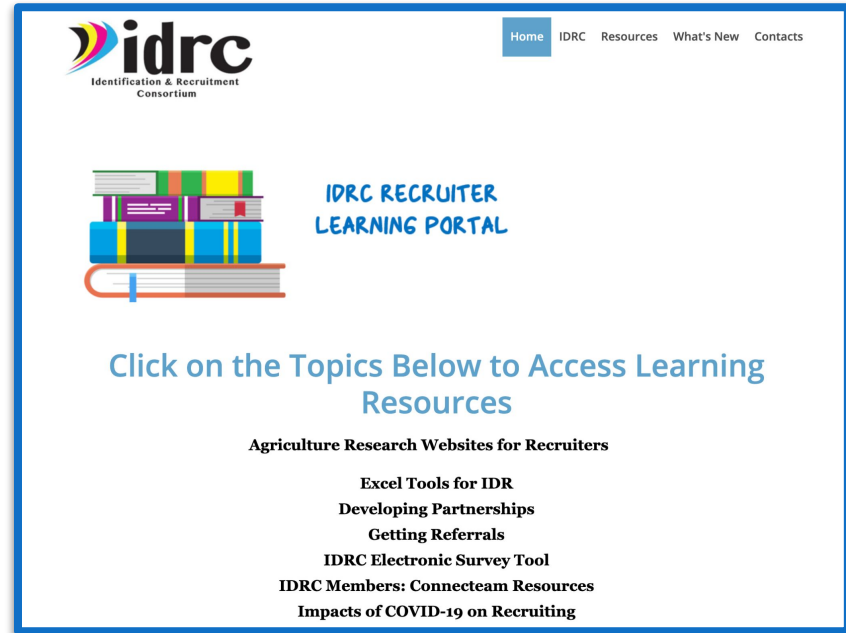
- Farm data taken from Manta.com
- Foreign Labor Contractor information
- Hemp producers and processors
- USDA approved meat, poultry, and egg processors
- H2A and H2B requests

The screenshot shows an Excel spreadsheet with the following data:

Category	Type of Resource	Name	Street Address	City, State, Zip	Phone Number	Contact	Notes
	Berry Crops	Fallsburg/Blaine Family Rrc	6869 North Highway 3	Louisa, KY 41230	(606) 686-3200		Categorized under Berry Crops. Current estimates show this company has an annual revenue of 87000 and employs a staff of
	Berry Crops	Happy Hollow Blueberry Farm LLC	1000 Happy Hollow Road	Hawesville, KY 42348	(270) 927-8745		Categorized under Berry Crops. Current estimates show this company has an annual revenue of 92895 and employs a staff of approximately 2.
	Berry Crops	Raymond Allen Roberts	669 Roachville Road	Campbellsville, KY 42718	(270) 789-3636		Categorized under Berry Crops. Our records show it was established in 2005 and incorporated in Kentucky. Current estimates show this company has an annual revenue of 95890 and employs a staff of approximately 2.
	Berry Crops	Strawberry Hill Farm	1550 State Route 1241	Mayfield, KY 42066	(270) 247-5252		Categorized under Strawberry Farms. Our records show this company has an annual revenue of 95890 and employs a staff of approximately 2.
	Berry Crops	The Linen Apron Limited Liability Company	244 Noah Bledsoe Road	Smiths Grove, KY 42171	(270) 790-2606		Categorized under Blueberry Farms. Current estimates show this company has an annual revenue of 33213 and employs a staff of approximately 1.
	Berry Crops	Vanover, Wilda	15 Kilburn Road	Parkers Lake, KY 42634	(606) 376-3537		Categorized under Loganberry Farms. Our records show this company has an annual revenue of 33213 and employs a staff of approximately 1.
	Berry Crops	William Kratts	1289 Rckfield Browning Road	Rockfield, KY 42274	(270) 796-8675		Categorized under Blueberry Farms. Our records show it was established in 2011 and incorporated in Kentucky. Current estimates show this company has an annual revenue of 33213 and employs a staff of approximately 3.
	Berry Crops	Windstone Farms	3097 North MIDDLETOWN Road	Paris, KY 40361	(859) 987-0739		Categorized under Blackberry Farms. Our records show it was established in 2000 and incorporated in Kentucky. Current estimates show this company has an annual revenue of 33213 and employs a staff of approximately 3.
	Berry Crops	Zephyr Creek Crossing Farm	7500 Highway 1295	Paint Lick, KY 40461	(859) 328-3805		Categorized under Berry Crops. Our records show it was established in 2011 and incorporated in Kentucky. Current estimates show this company has an annual revenue of 33213 and employs a staff of approximately 3.

IDRC Resources - Training Portal

Training Portal - New online portal to view previous IDRC webinars about agricultural trends and resources. Use the portal to study up on the latest resources available to recruiters and the latest agricultural trends happening around the country.



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Consortium

Home IDRC Resources What's New Contacts

**IDRC RECRUITER
LEARNING PORTAL**

**Click on the Topics Below to Access Learning
Resources**

- Agriculture Research Websites for Recruiters**
- Excel Tools for IDR**
- Developing Partnerships**
- Getting Referrals**
- IDRC Electronic Survey Tool**
- IDRC Members: Connecteam Resources**
- Impacts of COVID-19 on Recruiting**

<https://www.idr-consortium.net/Portal.html>

Sources of Data - Arkansas

Arkansas recruiters pull data from:

- Spotlight H2A Maps
- Msix
- Arkansas MSED
- Surveys from school districts
- Google Maps



Sources of Data - Arkansas

- **Surveys/Referrals from School Districts and local Head Start Programs**
 - Surveys ask family for contact information including phone number, address, and email
 - Surveys include information on work history and where families are employed
 - The more information you can collect from your surveys or referrals the more you will be able to work with your families.



Sources of Data - Arkansas

- **MSIX**
 - Look up students to see if they are or have been in the Migrant Program.
 - Send move notifications.
- **AR MSED**
 - Look up and print COE's from previous years to be able to use information such as address, employer, and school district.



Sources of Data - Arkansas

- **Spotlight**
 - Look up employers that are using H2a workers, Site gives address and contact information of employers.
- **Google Maps**
 - Make maps of agencies, employers and families. Place their contact and address information on map.



Sources of Data - Arkansas

- **IDRC Resources**

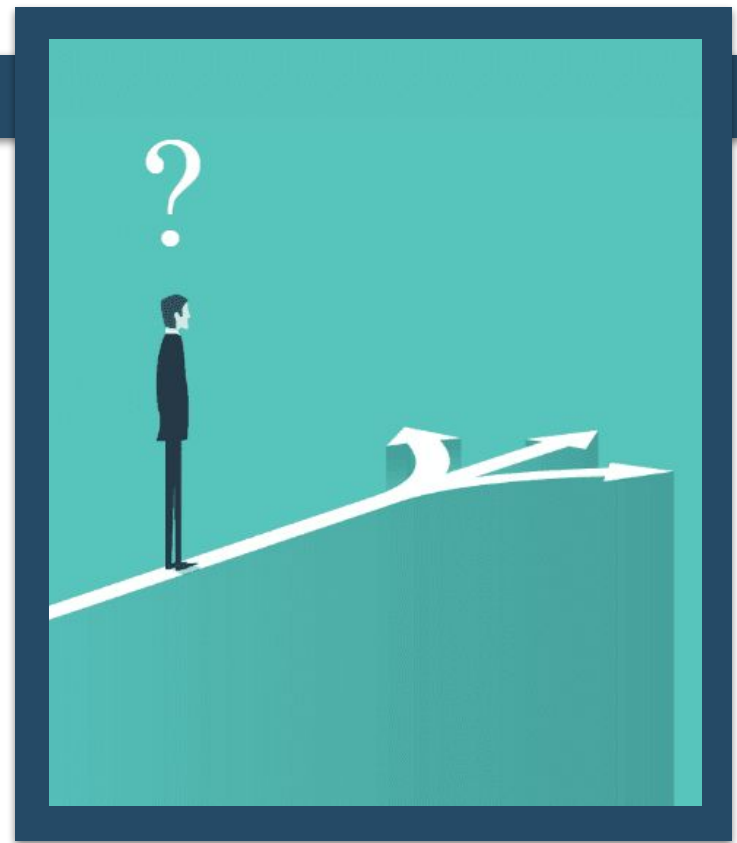
- Took the farms list created by IDRC and divided the data between the different regions in Arkansas and assigned the list of farms to recruiters across the state
- Recruiters are using the lists to comb through their areas and contacting farms to see if they are hiring workers and to build relationships with previously unknown farms



Decision Paralysis

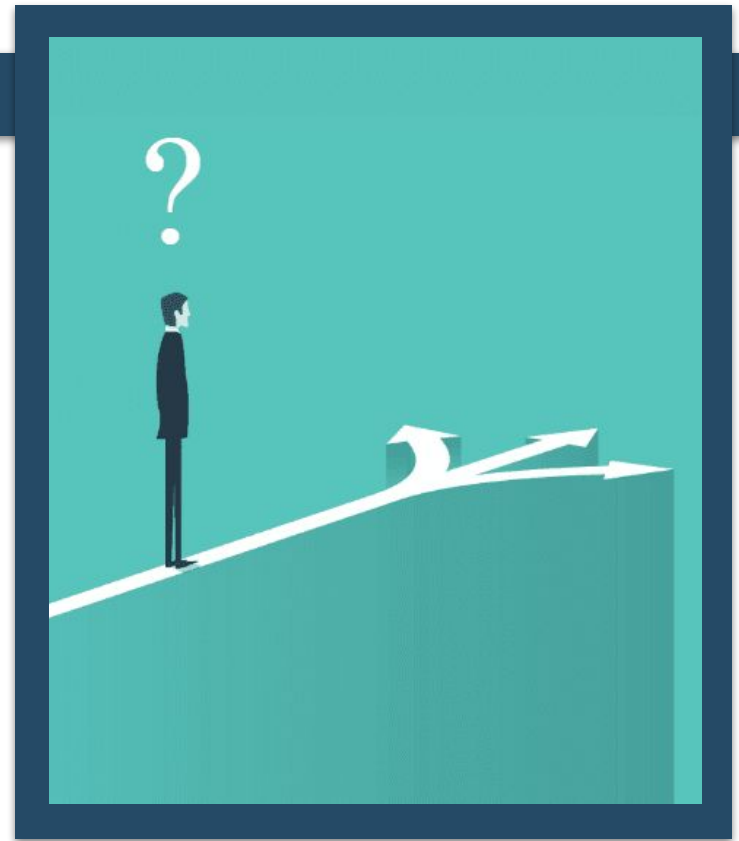
The amount of data available to recruiters can be overwhelming and can lead to recruiters suffering from **decision paralysis**.

Decision paralysis is when a person is unable to make a decision because overthinking or over analysis prevents them from moving forward.



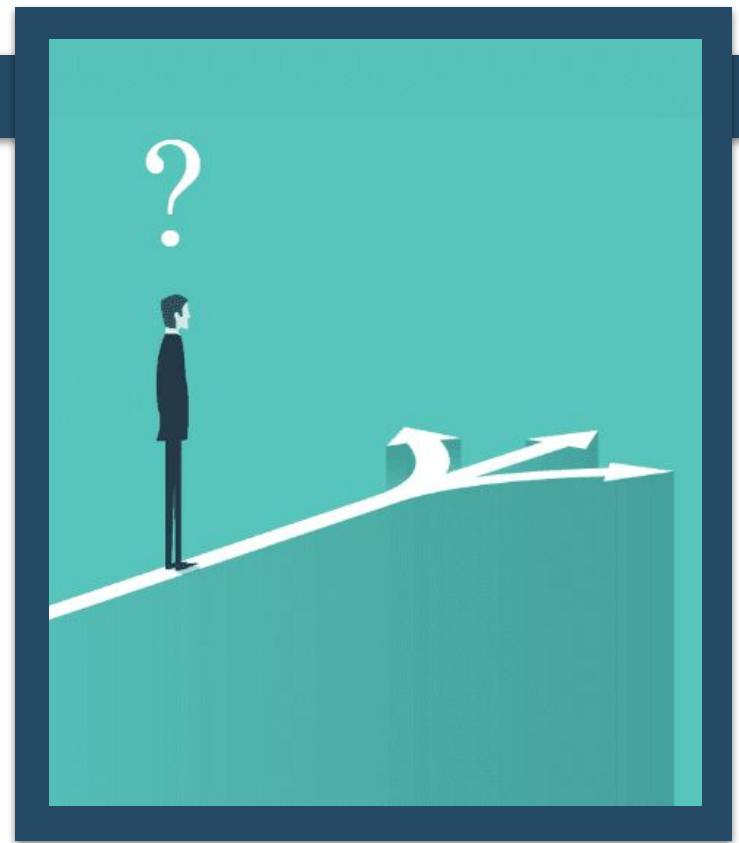
Decision Paralysis

Decision paralysis is often triggered when it is difficult to compare the multiple options presented to us. The more options we have in front of us, the harder it becomes to choose one. In addition, the amount of energy the analysis takes out of us increases, as well.



Decision Paralysis

Psychologist Barry Schwartz called this phenomenon the "Paradox of Choice" to describe how an increase in the number of available choices leads to greater anxiety, indecision, paralysis, and dissatisfaction.



Overcoming Decision Paralysis

First things first: If you are a recruiter struggling to decide where to go or what to do, remember the famous phrase: Just do it.

Recruiting is our job and our top priority. It is always best to use your training, make informed decisions, and get in the field.

Just Do It.

Overcoming Decision Paralysis

1. Learn to recognize when you are suffering from decision Paralysis

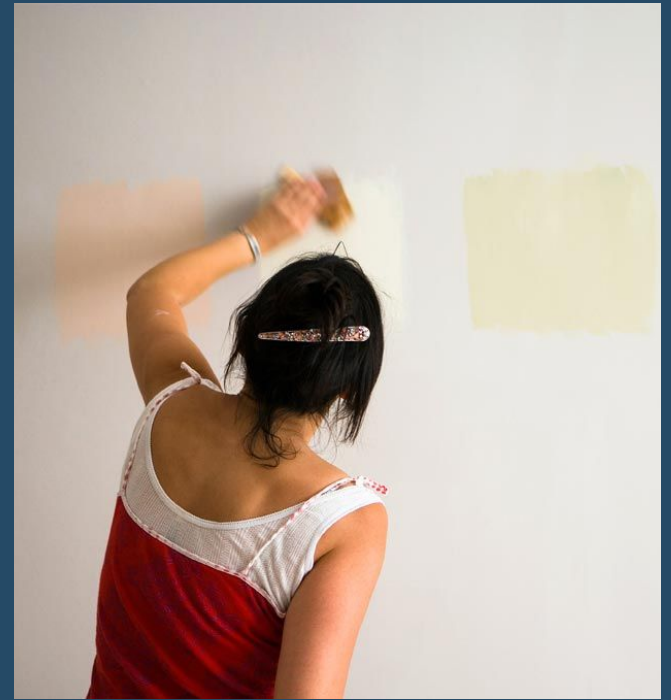
If you are struggling to make a choice or to narrow down a series of choices, take a moment to acknowledge that you are having a difficult time. Recognizing how difficult a decision can be can sometimes make the decision making process easier.



Overcoming Decision Paralysis

2. Always keep your priorities and goals in mind

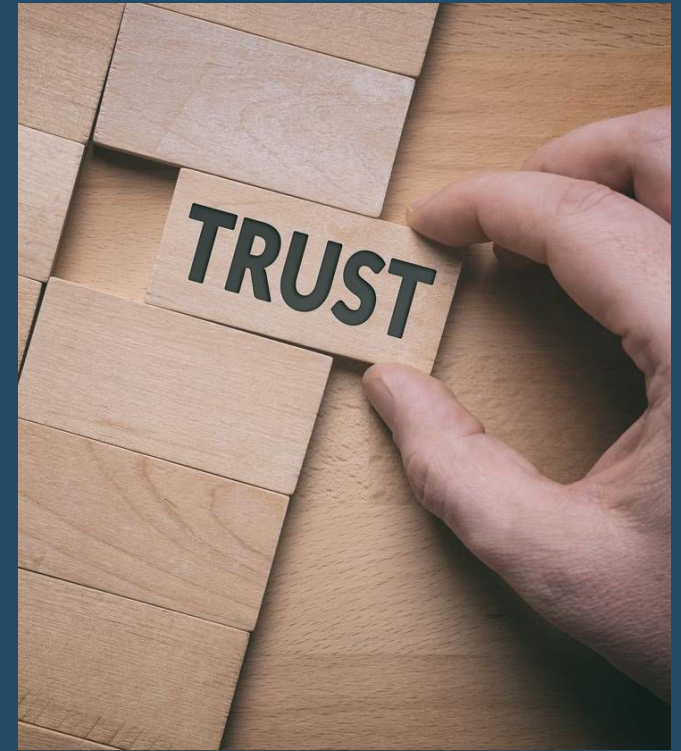
When deciding where to focus ID&R efforts you should always keep in mind your personal ID&R goals that you have set and your state's ID&R goals and priorities. Make sure your ID&R activities align with your state's goals.



Overcoming Decision Paralysis

3. Strive for efficiency

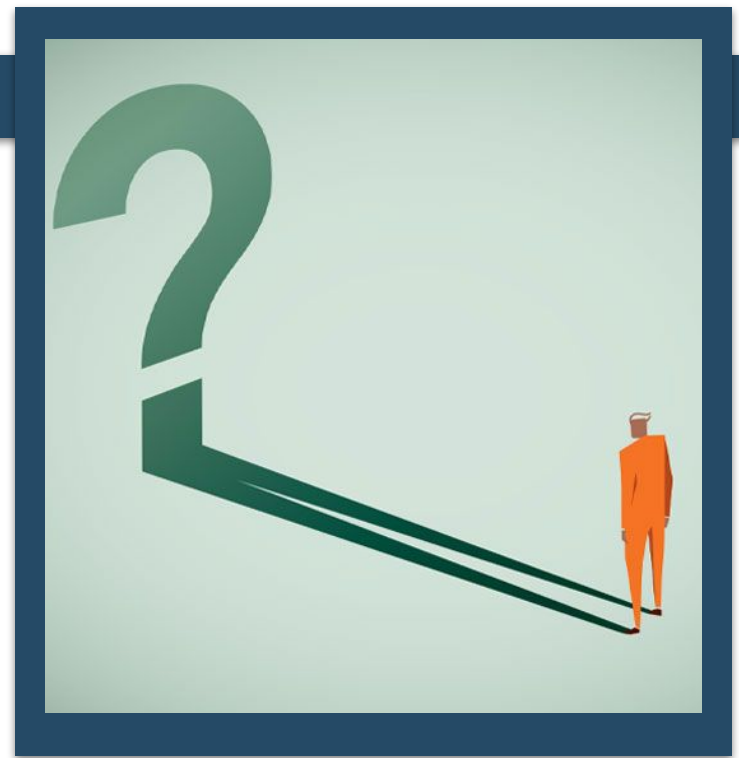
The goal of all recruiters should be to find as many students as possible using the available resources as best as they can. Recruiters should always aim to be as efficient as possible at all times.



Overcoming Decision Paralysis

4. Get comfortable with uncertainty

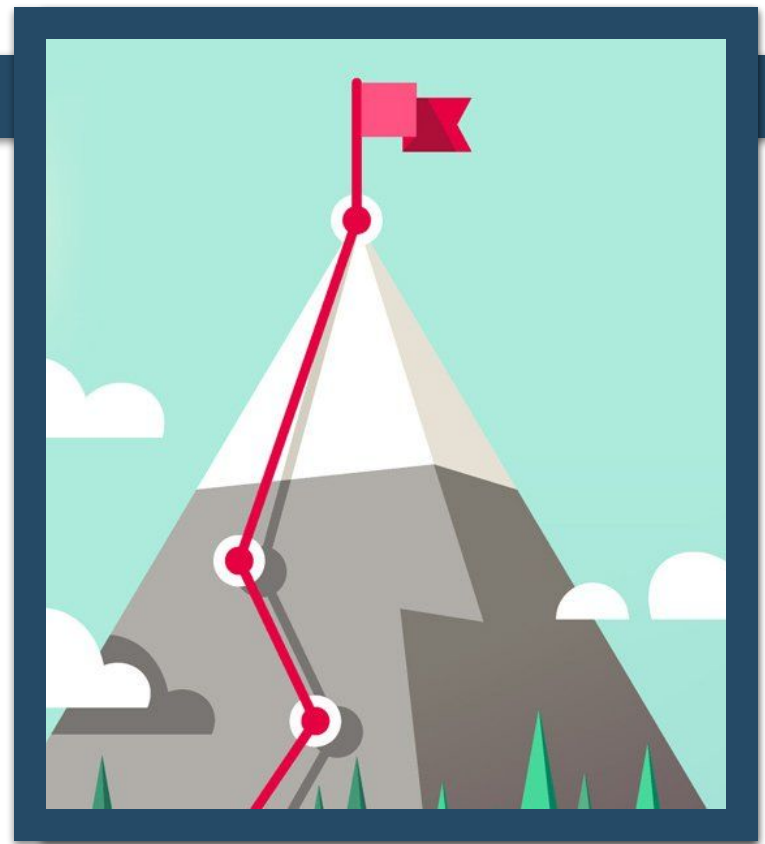
Recruiters want to be successful and locate as many new students as possible. However, recruiters can not plan on every possible situation. Recruiters can only do their best with the information available to them at the time.



Overcoming Decision Paralysis

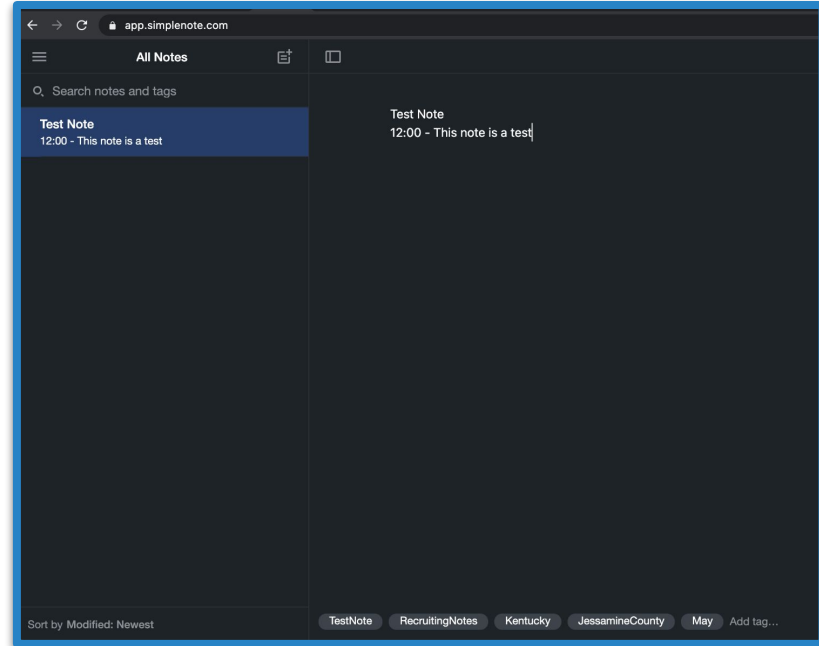
5. Stay Organized and Prioritize

Organizing and learning to prioritize information can reduce the stress of the decision making process and highlight what work needs to be done.



Get Organized - Taking Notes

- **Take as many notes as you can out in the field**
 - All information is useful
 - Always write who you spoke to, when you spoke to them, and any contact information you obtained.
 - Notes should be thorough and tell the story of the place you visit
 - Highlight any information that needs to be followed up on.

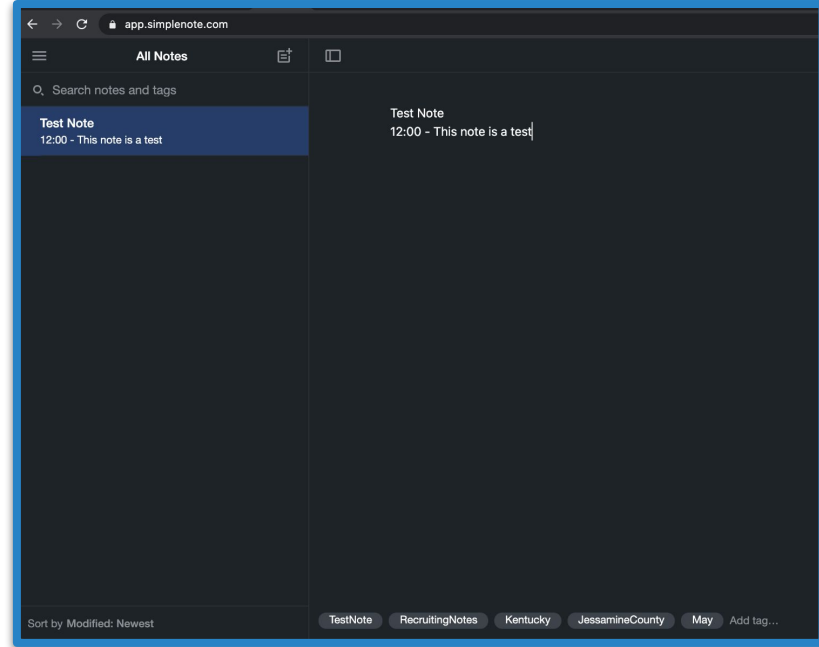


Get Organized - Using Simplenotes

Simplenote is a cloud based note taking app that can be accessed from your phone, your computer, or the internet.

Create an account, type a note, and it is automatically uploaded to the cloud.

<https://app.simplenote.com/>

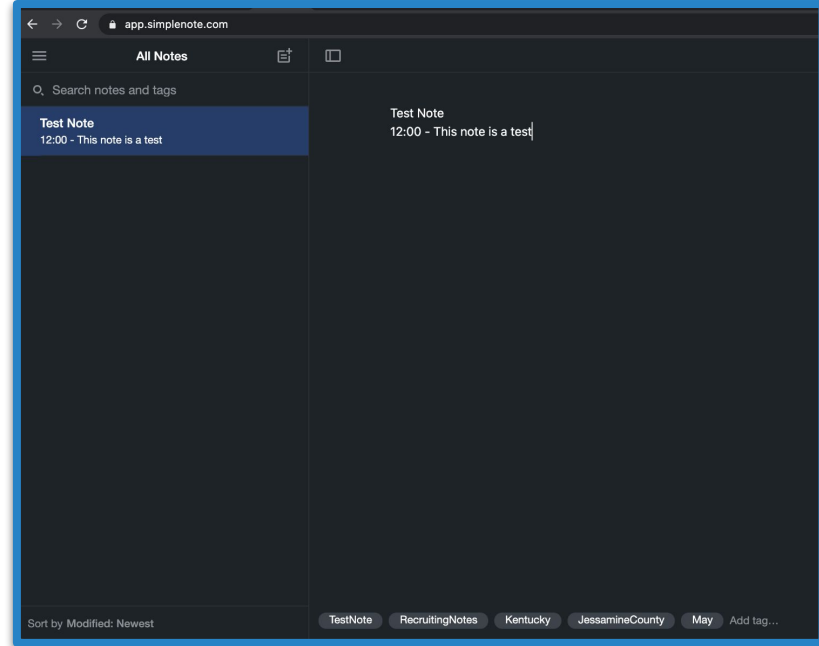


Get Organized - Using Simplenotes

Once a note has been written you can automatically access it from any device where you are logged in.

Use this feature to easily transfer notes from the field to your computer.

<https://app.simplenote.com/>

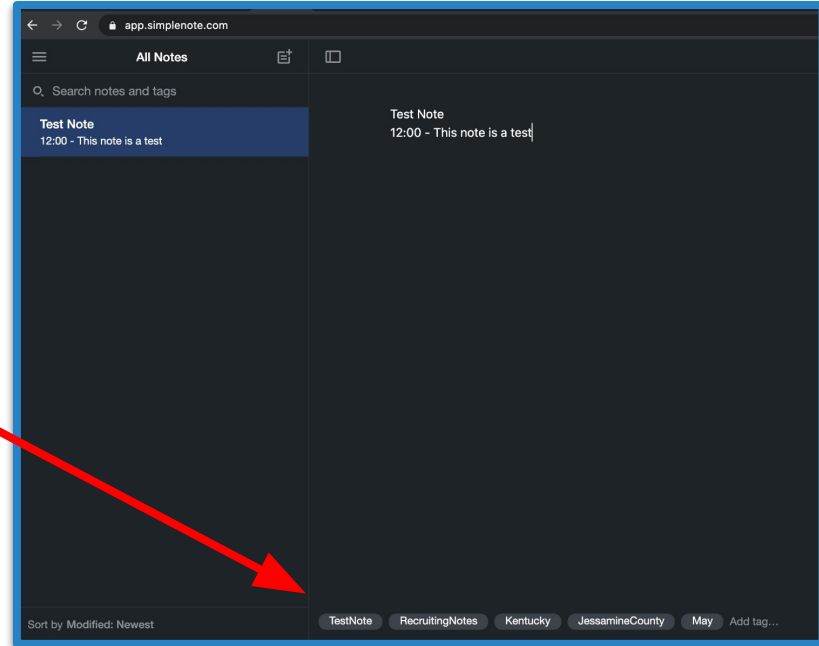


Get Organized - Using Simplenotes

You can tag and search through notes to keep them organized. Tag notes according to:

- Area where you worked
- Month worked
- Locations visited
- Goals for the day

<https://app.simplenote.com/>



Prioritizing Information

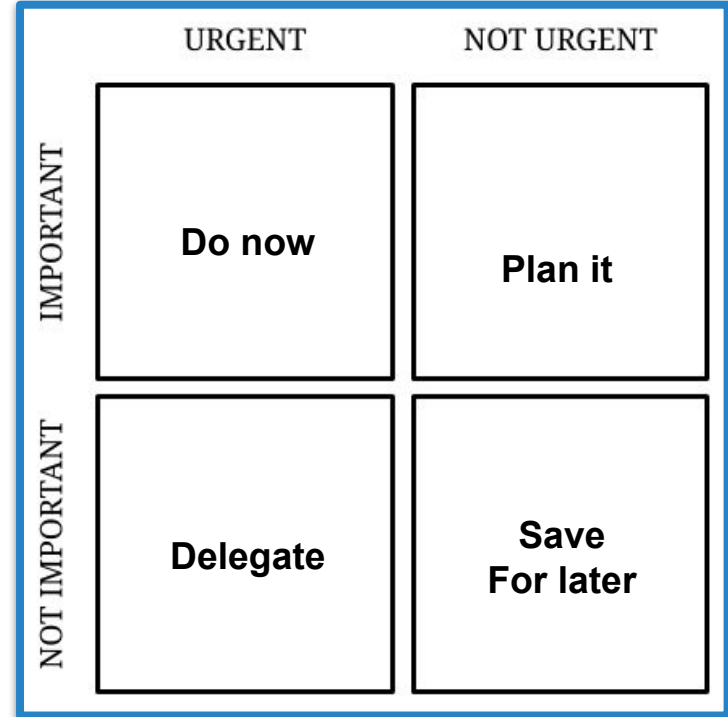
Prioritizing information should be about streamlining efforts, time, and resources to find as many kids as possible.

Recruiters should always be thinking about how they can put themselves in the best position to find as many potential students as they can.



Prioritizing Information - Eisenhower Matrix

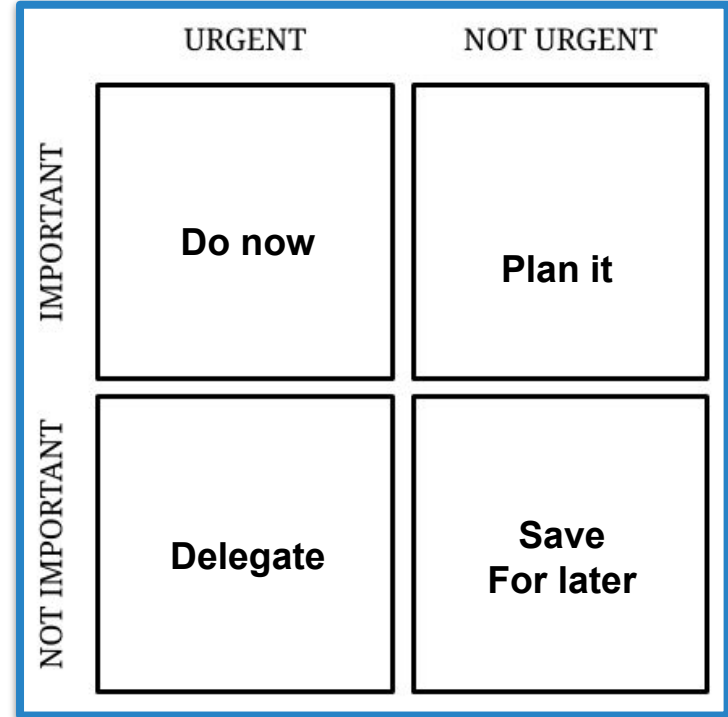
Developed by former US president Dwight Eisenhower, the Eisenhower matrix is a simple four-quadrant box that helps you prioritize information and separate “urgent” tasks from “important” ones.



Prioritizing Information - Eisenhower Matrix

Urgent tasks are things you feel like you need to react to right away.

Important tasks are ones that contribute to your long-term mission, values, and goals.



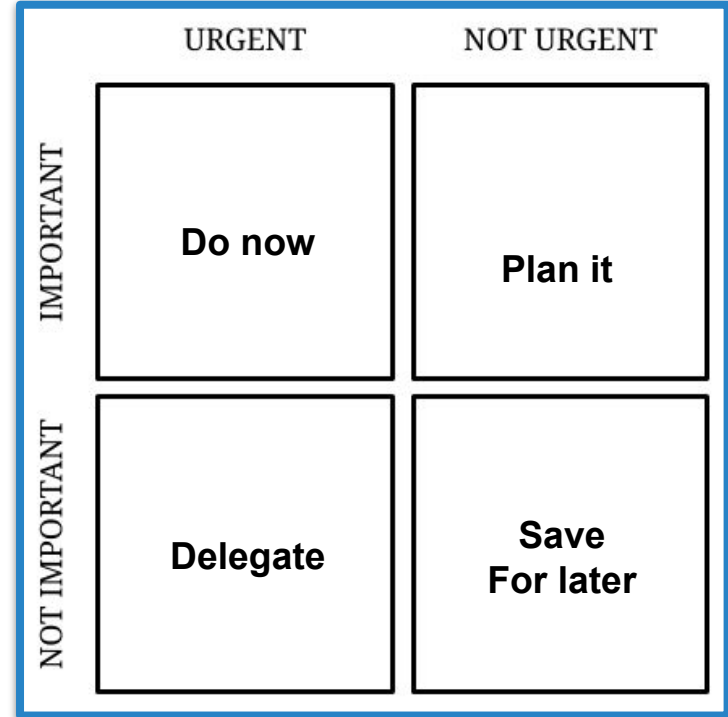
Prioritizing Information - Eisenhower Matrix

Urgent and Important: Do these tasks as soon as possible

Important, but not urgent: Decide when you'll do these and plan it out

Urgent, but not important: Delegate these tasks to someone else

Neither urgent nor important: Save for later

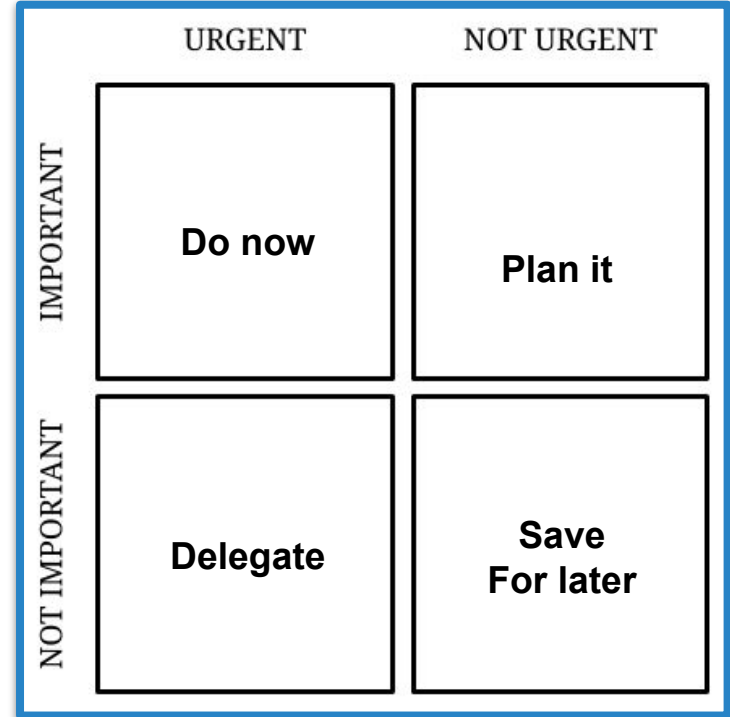


Prioritizing Information - Eisenhower Matrix

Examples of using the Eisenhower Matrix:

Do Now: A family recently arrived, is engaged in qualifying activity, and has not been able to get enrolled in school.

Plan it: You are told that a new crew will be arriving to being working at the local chicken plant in two weeks.

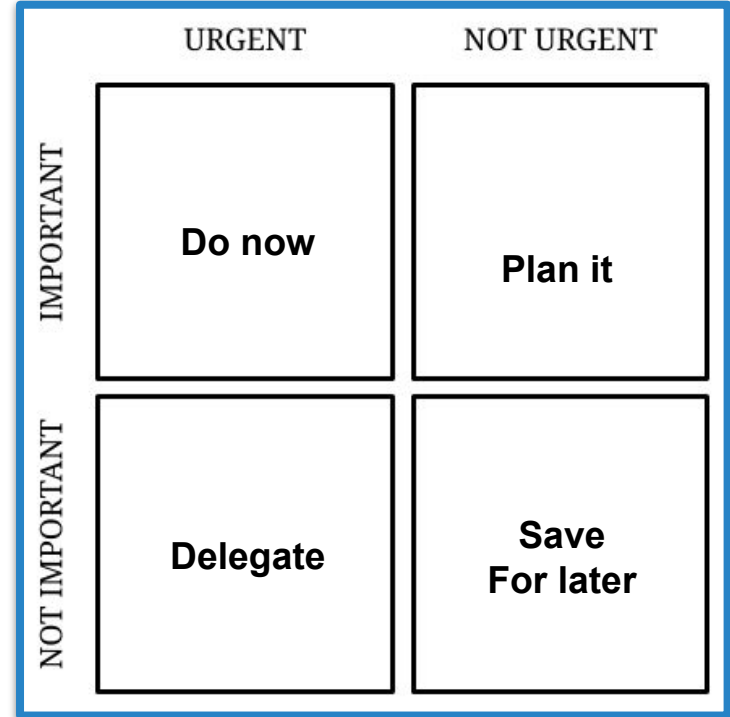


Prioritizing Information - Eisenhower Matrix

Examples of using the Eisenhower Matrix:

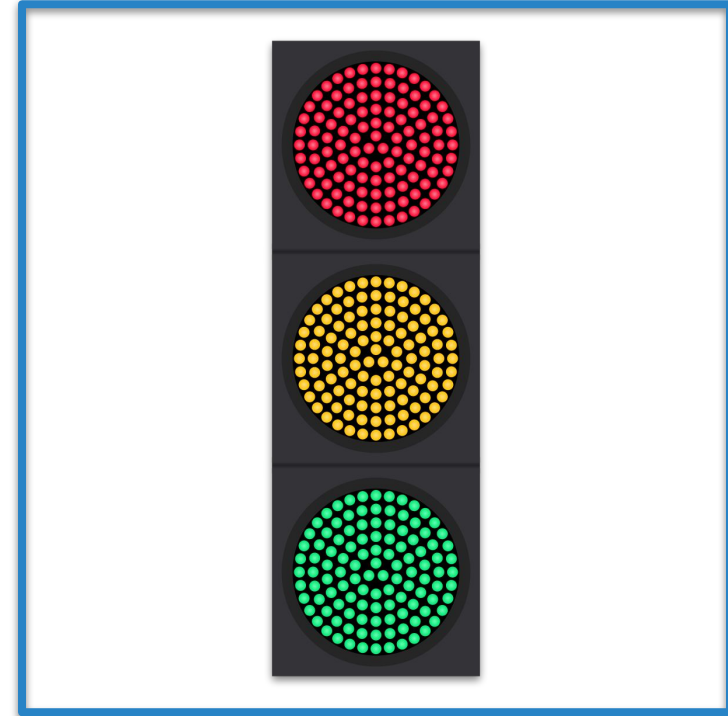
Delegate: A farmer asks if you can come by as soon as possible to help translate some documents they need to provide to their workers.

Save for later: You are told about a new farm in a county that you have previously wanted to explore because it is a county that currently does not have any migrant students enrolled.



Prioritizing Information - Traffic Light Method

The Traffic Light method allows you to classify and color code information/tasks as being **short-term**, **medium-term**, or **long-term** tasks.

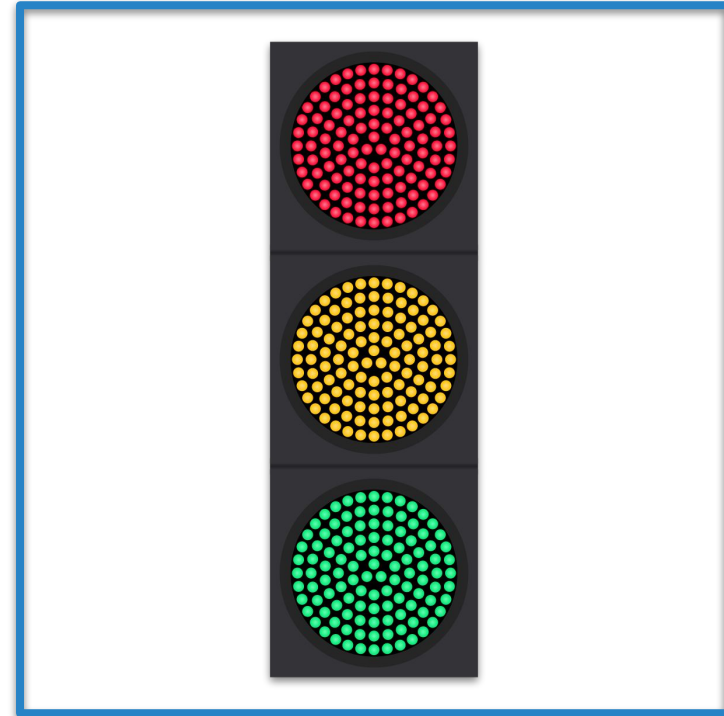


Prioritizing Information - Traffic Light Method

Green - Short-Term - Task should be top priority and should be accomplished ideally within a few days.

Yellow - Medium-Term - Task does not need to be accomplished immediately and can be accomplished within a week.

Red - Long-Term - Task is lowest priority and can be put on the back burner.



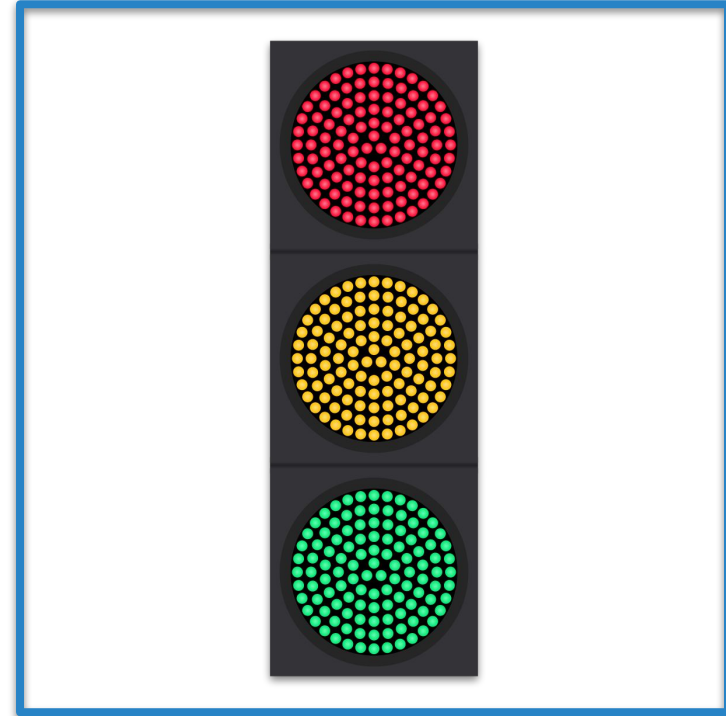
Prioritizing Information - Traffic Light Method

For example:

Green - Short-Term - A worker engaged in a qualifying activity calls you to let you know their child recently arrived and is ready to be enrolled in the program.

Yellow - Medium-Term - You have heard about a new apartment complex where migrant families live.

Red - Long-Term - During the off season you would like to search for empty houses to find where migrant families might live during peak season.



Prioritizing Information - Prioritizing by Time

Some tasks are best accomplished during certain times of the day. E.G. call agribusinesses during business hours.

Divide tasks according to when it is best to accomplish them and prioritize the tasks accordingly.



Prioritizing Information - Prioritizing by Time

Use your list of priorities to plan out your day to ensure you are accomplishing your most important work at peak effectiveness hours.



Prioritizing Information - Prioritizing by Time

For example:

- If you know that the workers at the local chicken plant have a shift change at 1 o'clock in the afternoon, plan your day accordingly to ensure you are at the chicken plant at 1 o'clock to meet the workers who are both arriving for their new shift and leaving for the day.



Prioritizing Information - Prioritizing by Time

For example:

- If you know that farmers in your area often visit the fields in the afternoon, plan your day to visit the farm offices in the morning when the farmers are less busy.
- If you know that agricultural workers in your area work until late in the afternoon, plan your day to make sure you are visiting housing locations at times when workers would be home.



Prioritizing Information - Prioritizing by Time

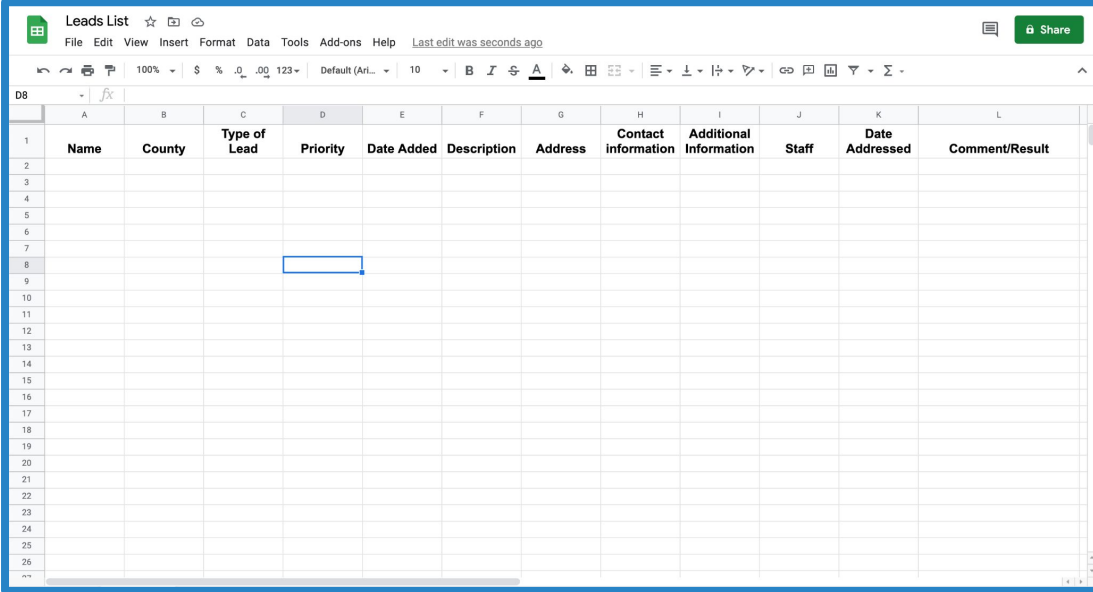
Staying longer in a community while out in the field can help save time and mileage and gives the recruiter opportunities to accomplish a wider variety of tasks.



Creating a Leads List

A leads list helps to centralize and organize information for recruiters and ID&R staff.

Leads lists helps make information easier to find and can help facilitate the decision making process for recruiters.



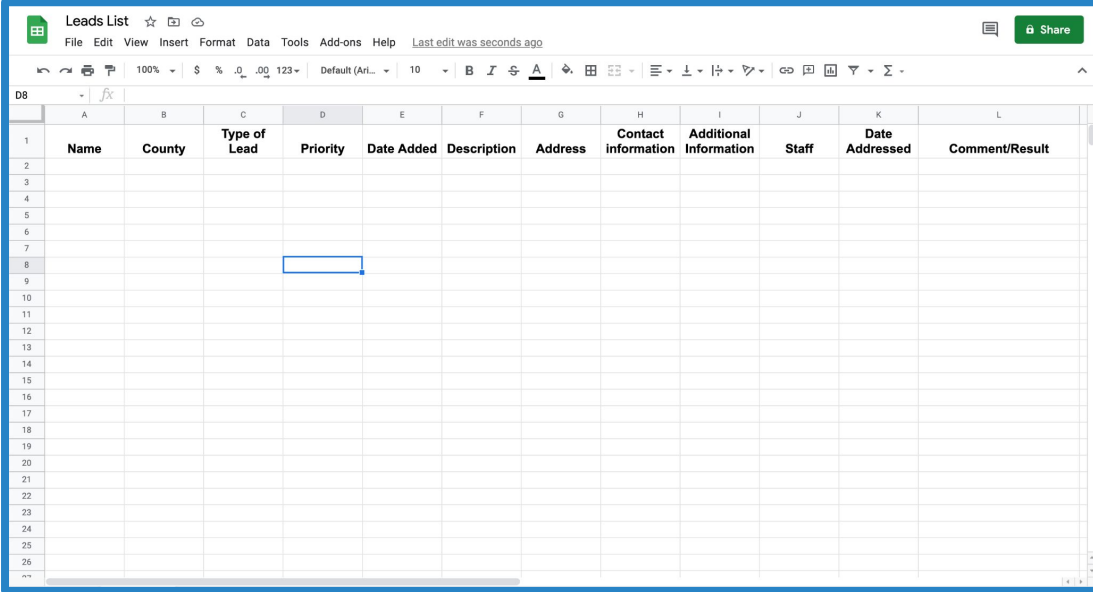
The image shows a Google Sheets spreadsheet titled "Leads List". The spreadsheet has the following columns: Name, County, Type of Lead, Priority, Date Added, Description, Address, Contact information, Additional Information, Staff, Date Addressed, and Comment/Result. The rows are numbered 1 through 27. A small blue box is visible in cell D8.

	A	B	C	D	E	F	G	H	I	J	K	L
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Download a Copy Here: <http://bit.ly/IDRCleadlist>

Creating a Leads List

A leads list is a single spreadsheet where recruiters and ID&R staff can add/view leads and information that need to be followed up on.



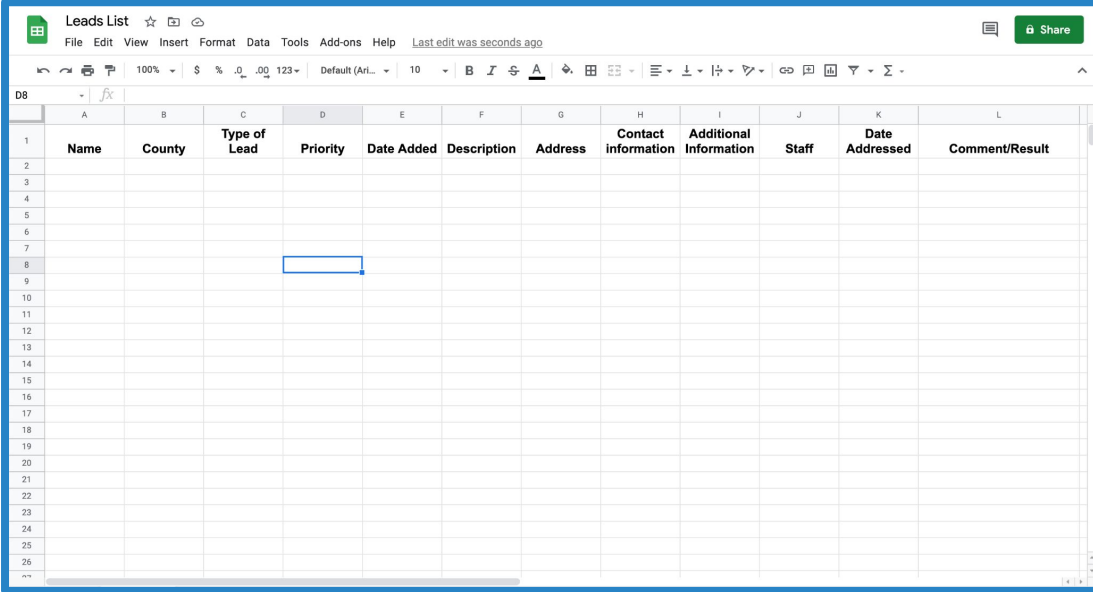
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Download a Copy Here: <http://bit.ly/IDRCleadlist>

Creating a Leads List

Start by adding the known sources of agriculture in your area. Look at the farms in your area that need to be visited. Check in with them regularly.



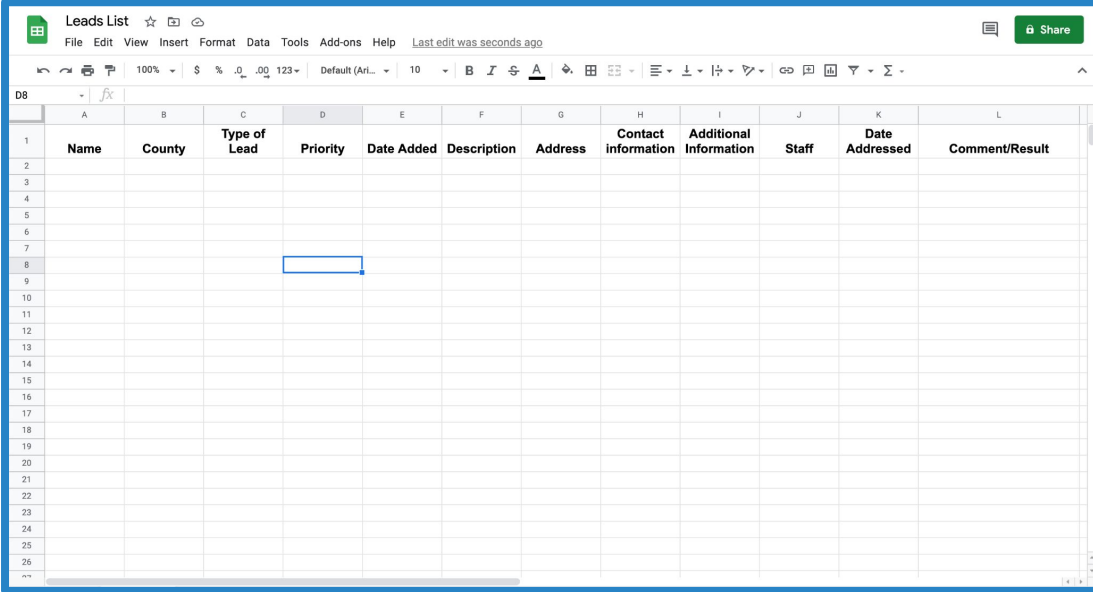
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Download a Copy Here: <http://bit.ly/IDRCleadlist>

Creating a Leads List

Follow up by adding the known housing locations where families live and community agencies, contacts, and resources available.



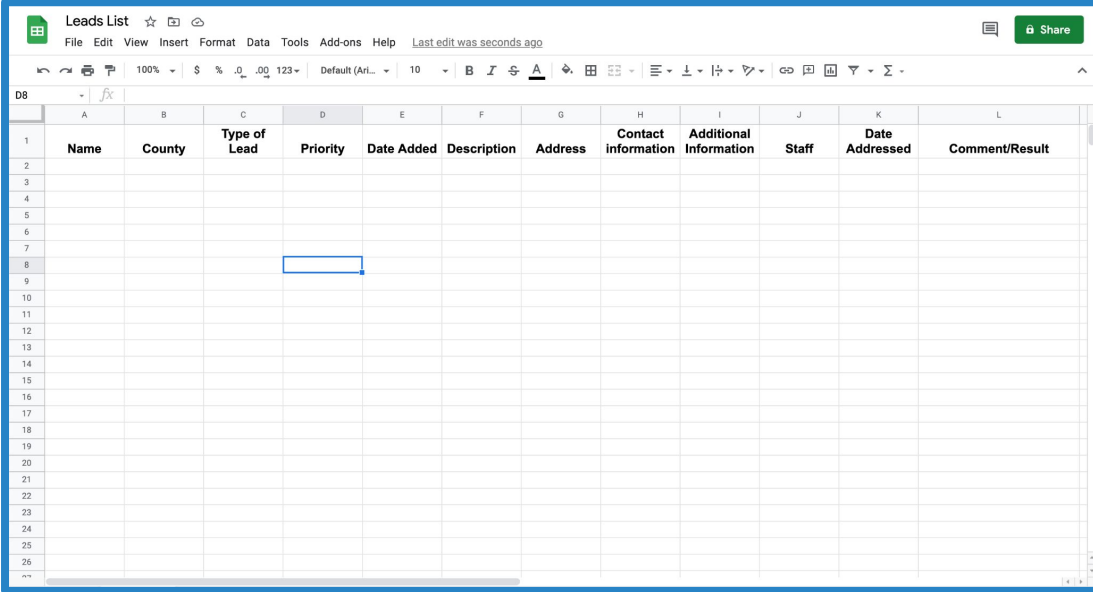
The screenshot shows a Google Sheets spreadsheet titled "Leads List". The spreadsheet has 13 columns and 27 rows. The columns are labeled as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
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Download a Copy Here: <http://bit.ly/IDRCleadlist>

Creating a Leads List

Leads lists can be created for individual staff, regional staff, or state staff depending on ID&R needs.



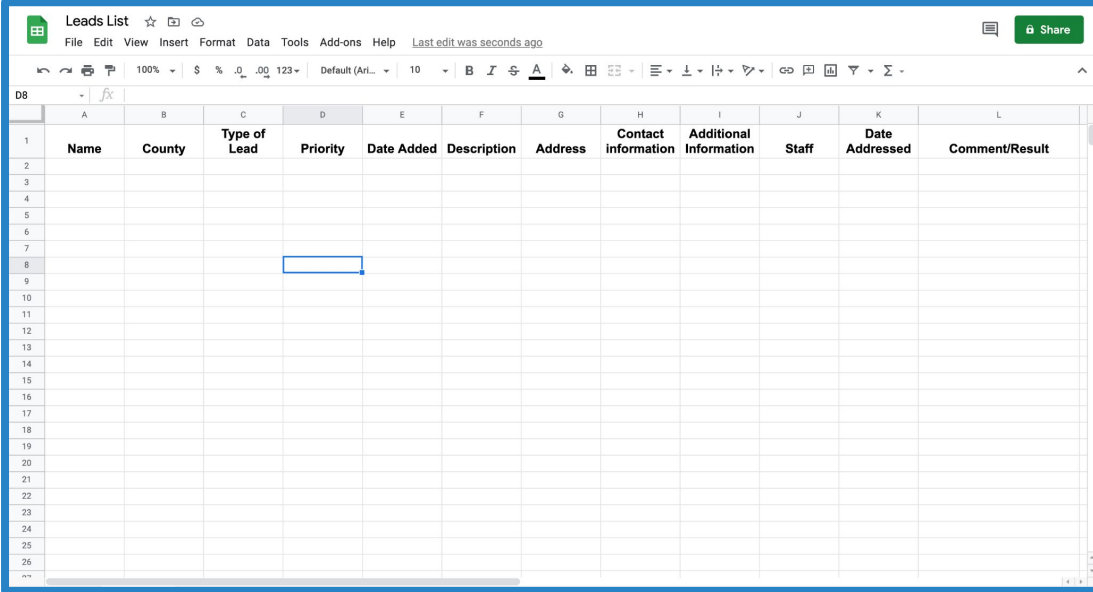
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Creating a Leads List

Recruiters or ID&R supervisors can list the priority of tasks or color code them on the leads list to indicate what must be accomplished.

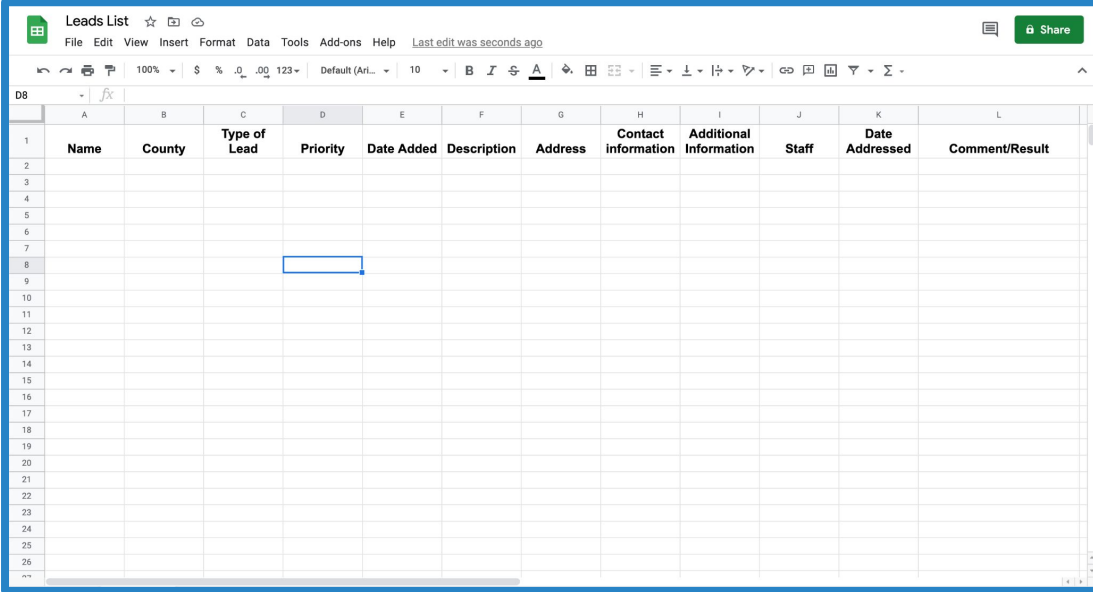


The screenshot shows a Google Sheets spreadsheet titled "Leads List". The spreadsheet has a header row with the following columns: Name, County, Type of Lead, Priority, Date Added, Description, Address, Contact information, Additional Information, Staff, Date Addressed, and Comment/Result. The rows are numbered 1 through 27. A blue selection box is visible in cell D8.

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Download a Copy Here: <http://bit.ly/IDRCleadlist>

Creating a Leads List



The screenshot shows a Google Sheet titled "Leads List" with a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar. The spreadsheet has 13 columns labeled A through L and rows 1 through 27. The header row (row 1) contains the following labels: Name, County, Type of Lead, Priority, Date Added, Description, Address, Contact information, Additional Information, Staff, Date Addressed, and Comment/Result. The rest of the spreadsheet is empty, with a blue selection box visible in cell D8.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	County	Type of Lead	Priority	Date Added	Description	Address	Contact information	Additional Information	Staff	Date Addressed	Comment/Result
2												
3												
4												
5												
6												
7												
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25												
26												
27												

Leads list should contain:

- Identifying information
- Location
- Type of lead
- Priority
- Date added
- Contact information
- Staff assigned
- Area for comment

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Creating a Call Log

- Creating a call log can help recruiters contact those families who qualify but who are not currently engaged in agriculture.
- Use the call log to track:
 - Who you want to contact
 - When you attempted contact
 - Information obtained
 - When you should contact them again

Name	County	Type of Lead	Date Added	Description	Address	Contact Information
Jose Cruz Mendez, Maria Matias Mendez	Knox	Move Notice	4/4/18	Received notice from MEP in Kentucky that Family moved from Kentucky to Knoxville, Tennessee.	3430 Wilson Ave. Knoxville, Tn.	270-579-1937
Occupational Surveys	Blount	Occupational Survey	4/4/18	1 Occupational Survey in Blount County	See surveys on Google Drive	See surveys on Goog
Occupational Surveys	Bradley	Occupational Survey	4/4/18	1 Occupational Surveys in Bradley County	See surveys on Google Drive	See surveys on Goog
Occupational Surveys	Roane	Occupational Survey	4/4/18	13 Occupational Surveys in Roane County	See surveys on Google Drive	See surveys on Goog
Occupational Surveys	Carter	Occupational Survey	4/4/18	1 Occupational Surveys in Carter County	See surveys on Google Drive	See surveys on Goog
Occupational Surveys	Grainger	Occupational Survey	4/4/18	1 Occupational Surveys in Grainger County	See surveys on Google Drive	See surveys on Goog
Occupational Surveys	Hamblen	Occupational Survey	4/4/18	1 Occupational Surveys in Hamblen County	See surveys on Google Drive	See surveys on Goog
Occupational Surveys	Knox	Occupational Survey	4/4/18	4 Occupational Surveys in Knox County	See surveys on Google Drive	See surveys on Goog
Occupational Surveys	Loudon	Occupational Survey	4/4/18	5 Occupational Surveys in Loudon County	See surveys on Google Drive	See surveys on Goog
Occupational Surveys	Sullivan	Occupational Survey	4/4/18	1 Occupational Survey in Sullivan County	See surveys on Google Drive	See surveys on Goog
Crouch Farms	Washington	H2A	3/3/18	Larry Crouch Farms H2A workers arrive in the beginning of March. There will be 7 workers this year.	540 Flourville Rd. Gray, Tn.	423-282-3370
Smokey Mountain Nursery	Loudon	H2A	3/3/18	5 H2A workers arrive for Smokey Mountain Nursery in early March	676 Paint Rock Valley Rd. Philadelphia, Tn.	865-690-6681
Blythewood Farms	Bradley	H2A	3/3/18	The farm is bringing in 3 farm workers to help cut hay for livestock. Another work for the farm said the H2A workers are usually younger and may qualify.	433 Blythewood Rd. Cleveland, Tn.	423-476-8942
Wright Construction	Bradley	H2A	3/3/18	2 H2A workers are being brought in by the farm for cattlework. The farm owner said in February that both workers should be young enough to qualify.	1865 Walker Valley Rd. Charleston, Tn.	423-472-8747
Mountain View Farms	Sevier	H2A	3/3/18	1 H2A worker is being brought in after March 19th.	3587 Bent Rd., Kodak, Tn.	865-932-8798
Bonnie Plant Farm	Knox	Farm	3/3/18	Farm began hiring workers in January. Farmer has been stressed and not responding well. Workers still may qualify. Speak to HR about possibly talking to workers during orientation time, handing out occupational surveys, or speaking to workers on break.	517 McCubbins Rd. Knoxville, Tn.	
Bonanza Produce	Knox	Farm	3/3/18	Farm had 3 workers over the winter who	5412 Parker Dr. Knoxville, Tn.	

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Training Review:

Please fill out the IDRC Training review form by using the link below or the scanning the QR code with the phone's camera

Training title:

Making the Most With What You Have: How to Organize and Prioritize Your Data

<https://www.surveymonkey.com/r/IDRCStaffTrainingEval20-21>



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thank you