

Extension Agent Employment Application Procedure

Extension agent position vacancies are announced in several ways. They are posted on the K-State Research and Extension website (<http://www.ksre.k-state.edu/jobs/>) listed with Kansas State University's Career and Employment Services Department, and with KSU's Alumni Career Services Department. Vacancies are also advertised on numerous other university and career services websites and in local and regional newspapers.

To receive an e-mail notification of position openings, email ksrejobs@ksu.edu and ask to be added to the listserv.

Please submit application materials by applying through the Kansas State University's Career and Employment page at: <http://careers.k-state.edu/cw/en-us/listing/>

The employment application and review process follows:

1. Applicants are due by the closing date. To apply for a position, submit the following:
 - a). A cover letter indicating the position for which you are applying. To apply for more than one position, a new cover letter for each position is required. A complete application packet does not need to be submitted each time.
 - b). A resume
 - c). Copies of all college transcripts showing completion of degree (s). If fewer than 12 hours were completed at an institution, it is not necessary to submit a transcript from that school.
 - d). A Reference Evaluation form from each of five professional you have identified as a reference. Reference forms are retained in your file and can be re-used for up to one year. Please provide the links below to your references:
 1. [Online reference form to submit electronically](http://www.ksre.k-state.edu/jobs/ext_agent_application_info/index.html)
(http://www.ksre.k-state.edu/jobs/ext_agent_application_info/index.html)
2. Applicants will receive an e-mail confirming receipt of their application. Please watch your applicant portal for application status updates.
3. Approximately two weeks after the closing date of the position, an on-campus Extension Eligibility Committee (Screening Committee) meets and reviews all candidate application materials. This committee does a competitive analysis of all the candidates for the position they are reviewing and selects the candidates to be interviewed by the Area Director and the local extension board.
4. Candidates who are selected for interview will be notified by an email that will instruct them to log into their applicant portal to choose and confirm an interview time and date. Candidates who are not selected for an interview will be notified by email.
5. If offered a position, the applicant will grant permission to Kansas State University's Human Resources Department to do a Background and Driving Record Check. This form will be sent via the U.S. Postal Service. An offer of employment will be contingent upon the results of those findings.
6. Once the interviews are completed, those interviewed will be contacted by the Area Director regarding the hiring decision.

10/13/16

