

K-State Research and Extension Agent Hiring Policy

K-State Research and Extension is an equal opportunity employer which guarantees the right of persons to apply and be evaluated for employment opportunities without regard to race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status or veteran status.

Whereas Kansas State University and the local Extension unit jointly employ Extension agents, both entities share the responsibility for equal opportunity and non-discriminatory hiring practices. To help ensure that K-State Research and Extension hiring practices meet these requirements, the following policy and procedures will be adopted September 1, 2019.

When a local unit agent vacancy occurs:

- The local unit board and the regional director, acting as the Director for Extension's representative, must agree to fill the vacancy.
- Board members and local staff who wish to participate in the hiring process must complete the K-State Research and Extension Hiring Module. This includes local board members, any local unit staff who will view applicant materials or participate in the interview process, and campus-based screening committee members. Training can be done as a group during a board meeting, or individually via online module. Each person who completes the module must sign the K-State Research and Extension [Ethics and Confidentiality Commitment](#) and return it to the regional director. This process must be completed before staff and/or board members are allowed to participate in the hiring process.
- Board members and staff will review the [Unlawful and Inappropriate Interview Questions](#) prior to conducting interviews.
- Board members and/or staff who ask inappropriate/unlawful questions during the interview, or make inappropriate comments during discussion of the candidates, may be asked to leave and not participate in the rest of the interview and hiring decision process.
- The regional director and local unit director, as members of the screening committee, will have full access to all candidate files. Board members will have access to full candidate files for only the final candidates. Staff can only see letter of application and resume for the final candidates.
- Local unit staff can be included in the interview session, but must be excluded (except for a supervising local unit director) from the board's candidate deliberations to protect the privacy of the candidates. These discussions should take place in executive session.

Adopted August 2019
Revised July 2023