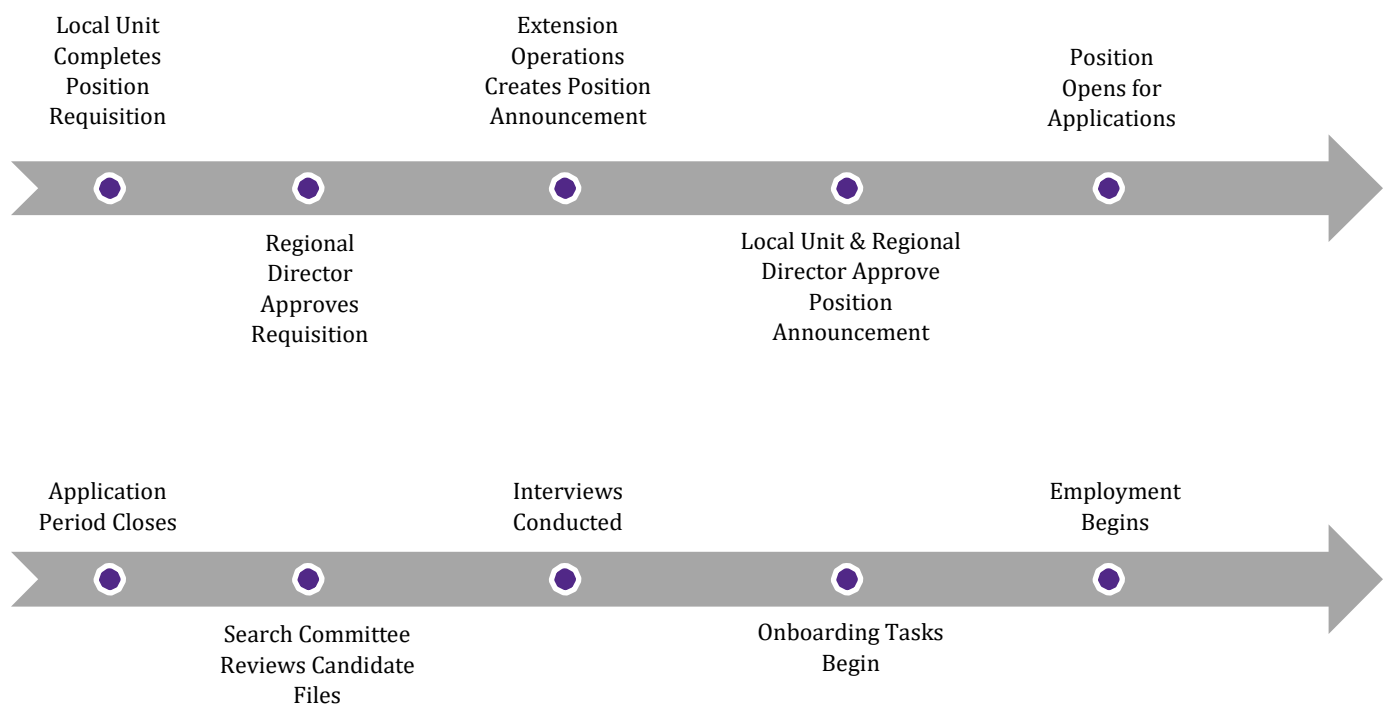


Extension Agent Hiring Guide for Local Unit Boards

Extension agents are Kansas State University employees, jointly supervised by K-State Research and Extension and the local extension unit. When an agent vacancy occurs, both play a role in filling that vacancy. This publication is designed to outline the hiring process and define the roles of K-State Research and Extension and the local board.

Extension Agent Search Procedure



Prior to Advertising the Position:

1. When a vacancy occurs, the regional director and Extension Operations should be notified. The local board evaluates the vacancy, and, with the regional director, decides to fill the position.
2. Extension board members and local staff who wish to be a part of the interview process must complete the [Agent Hiring Module](#). This can be completed individually or as a group during a board meeting. Those who complete the module individually will sign the [Ethics and Confidentiality Commitment](#) as part of the module. When the module is completed as a group, such as during a board meeting, each person in attendance should sign a copy of the Ethics and

Confidentiality Commitment. This commitment helps to protect the integrity of the search and screen process.

3. The local unit director, board, and regional director will agree upon an interview date.
4. The local unit director will submit an [electronic requisition](#) to fill the position. Upon the
5. regional director's approval of the requisition, Extension Operations will draft a position announcement which will be shared back to the local unit.
6. Extension Operations will develop a timeline for opening, closing, and screening the position based on the interview date. The closing and interview dates will be included in the position announcement. Allow eight weeks between the opening date and interview date.
7. The application process is managed in cooperation with K-State's Human Resources using the university's PageUp system.
8. The local unit should develop a local advertising plan. *See advertising and recruiting below.*

Prior to State-Level Screening:

9. Once the application period has closed, Extension Operations staff will compile all candidate materials into one file and send it via email to the search committee members.
10. The search committee, consisting of the Extension Operations Leader, regional director, local unit director, and relevant Program Leader Coordinator, will meet to discuss candidates' qualifications and select those who will be interviewed.

Prior to Interview:

11. The regional director will work with the local unit director to establish an interview schedule and will contact the candidates to set up interviews.
12. Extension Operations in collaboration with the regional director will conduct necessary reference checks. The regional director will have reference information available for the board at the interviews.
13. Extension Operations will compile two documents pertaining to the candidates selected for interviews. One set will contain resumes, cover letters, and transcripts, and can be shared with board members. The other set will only contain resumes and cover letters and can be viewed by local unit staff.
14. Board members and any staff to be involved in the interviews should review the [Interview Guide](#) and [Unlawful and Inappropriate Interview Questions](#).
15. The local unit board should review the Local Unit Guide to New Agent Expectations.
16. The local unit director may offer candidates an opportunity to visit the office and interact with local unit staff. Other agents in the local unit have the option of providing input to the board for use in their hiring decision discussion. During the informal office visit, all rules and policies pertaining to unlawful and inappropriate interview questions apply.

After the Interview:

17. The regional director will contact and negotiate a salary and start date with the desired candidate. They will also notify unsuccessful candidates and provide hiring details to Extension Operations. To conform to university procedures and allow adequate time to complete onboarding tasks, one uniform start date is offered each month.
18. Extension Operations will communicate with the candidate about their offer letter and initial employment agreement, payroll, and benefits. They will also order a nametag and business cards for the new hire.
19. Extension Operations will email the local unit representative and board chair information about onboarding the new hire.
20. The local unit should work through the [New Agent Onboarding Checklist for Local Units](#).

21. Members of the new agent coaching team will be notified that a new agent has been hired. Members of the team will connect with the new agent prior to or on their first day. At least one member of the coaching team will personally follow-up with the new agent within their first two weeks of employment. The team will support new agents during their first year on the job.
22. Extension Operations will invite the local unit director to a Welcome to KSRE video conference on the employee's first day of work and facilitate the completion of new hire paperwork.

Position Advertising and Candidate Recruiting

Extension Operations and K-State's Human Capital Services will work in partnership with the local unit to recruit a strong applicant pool. Our experience is that there are often strong candidates already living within driving distance of the local unit office. These individuals are probably already employed and may not be actively searching for a job, so local recruiting and word of mouth are important. Extension Operations will provide the local unit with sample newspaper and social media advertisements. The local unit should consider the following as recruiting strategies:

- Place announcements in your newsletters, office website, social media pages, local job boards and local print and electronic newspaper(s).
- Have copies of the position announcement available in your office and at any meetings staff attend during the recruiting period. Your local community will have various networks which may include coalitions and community partners that can be valuable recruitment resources.
- Share the position announcement with board and PDC members and ask them to share it through their networks.
- Reach out to extension colleagues who may be interested in the position.
- Share the position announcement through local staff's networks (extension and otherwise)—NELD, agent associations, fraternities, sororities, college organizations, etc.
- Share [promotional videos](#) with prospective candidates.
- Consider creating a short social media video showcasing the local unit and community to entice applicants from outside your community.

Campus partners will recruit via:

- K-State's Career website
- Indeed.com
- Handshake
- Facebook
- Twitter
- LinkedIn
- HigherEdJobs.com
- Insight Into Diversity
- DiversityJobs.com which posts to LatinoJobs.org, All LGBTJobs.com, African American Hires, VeteranJobs.net, All Hispanic Jobs, AsianHires.com, WeHireWomen.com, All Bilingual Jobs, Native Jobs, DisabilityJobs.net, BlackCareers.org
- Association of Public & Land-Grant Universities
- Minorities in Agriculture, Natural Resources and Related Sciences or Kansas Academy of Nutrition and Dietetics (depending on the advertised program focus)
- Email to all K-State Research and Extension personnel
- Email to K-State and other universities departments, career centers and academic advisors

- Personal outreach to individuals we think may be interested.

Unsuccessful Searches

While we strive at all levels to recruit and put forth for interview high quality candidates, occasionally, we will not be successful at finding the right candidate for the position. A search may be failed by the search committee if they deem that no candidates are worthy of an interview or by the local board after the interviews. The position can be reissued 60-90 days after the failed search which allows time for the candidate pool to regenerate.