

Extension Agent Employment Application Procedure

Learning about open K-State Extension Agent positions:

Extension Agent position vacancies are announced in several ways:

- They are posted on the [K-State Research and Extension website](#).
- They can be found on the [K-State Careers website](#).
- Vacancies may also be found on other university and career websites and in local and regional newspapers.

To be notified when a vacancy occurs, applicants can register for [K-State job alerts](#).

Applying to be a K-State Research and Extension Agent:

1. Applications are due at 11:55 pm on the listed closing date
2. Applications must be completed using PageUp on the [K-State Careers website](#). (All advertisements and position announcements will direct applicants to the exact PageUp application for that position.)
 - a. If an applicant is applying for multiple positions, they must create a unique application for each position.
3. To complete an application, candidates must submit:
 - a. A cover letter indicating the position for which they are applying and why they are a good fit.
 - b. A resume
 - c. Copies of all college transcripts showing completion of their degree(s).
 - If an applicant completed fewer than 12 credit hours at an institution it is not necessary for them to submit a transcript from that school.
 - An unofficial transcript or DARS report is acceptable during the application process. If the applicant is selected to fill the position an official transcript will be required.
 - d. The contact information for at least three references. (These references will receive an e-mail from K-State Jobs containing a link to the reference form; the link is only good for about 10 days.)
4. After successfully completing their application, candidates will receive an e-mail receipt. (We recommend that they monitor their applicant portal for changes in their applicant status.)
5. Approximately two weeks after the closing date of the application, the Screening Committee will meet and review all candidate application materials. This committee does a competitive analysis of applicants and selects the candidates to be interviewed.
 - a. Candidates selected for an interview will be notified by phone and/or e-mail with instructions to confirm the interview in their applicant portal
 - b. Candidates NOT selected for an interview will be notified by e-mail through the PageUp system.
6. Interviews will be conducted by the Regional Director and the Local Unit's Extension governing body (i.e., County Extension Council Executive Board or District Extension Governing Body).
 - a. Once interviews are completed, candidates will be contacted by phone or e-mail regarding the hiring decision.
7. If offered the position, the applicant will grant K-State Human Capital Services Talent Acquisition permission to conduct a Background and Driving Record Check. (This will be done via e-mail). **An offer of employment will be contingent upon the results of these checks.**