

Office Professional – Steps in Hiring

- 1) Update the position description to define the responsibilities, skills, and knowledge required of the office professional. (See *Office Professionals Position Description for Local Unit Offices* – EXOP 3-6OP)
- 2) Recruit applicants for the position. Include advertising in local and regional newspapers, web sites and other local advertising. Include the following statement in the ad: “K-State Research and Extension - _____ County/District is an equal opportunity provider and employer. A criminal background check is required.”
- 3) Have all applicants complete an Office Professional - Application for Employment (KSU 8-29OP) and/or submit a resume.
- 4) Screen applications using Screening of Applicants Prior to Interview as a guide (EXOP 3-9).
- 5) Conduct interviews, check references of top candidates(s) and make offer contingent on a successful background check. See A Guide to Interviewing (EXOP 3-10).
- 6) Contact the Extension Operations office for a Criminal Background Check. (*Mary Gatza*, marygatza@ksu.edu; 785-532-3076)
- 7) Notify those who applied but were not selected.
- 8) For applicant that is hired, see Orientation Checklist for Office Professionals and Program Assistants (EXOP 3-12).
- 9) Contact the regional office with the name of the new hire.
- 10) Keep application materials and documentation on hiring decision for five years.