

## **Program Assistant - Steps in Hiring** **(For assistants paid with local funds)**

- \_\_\_\_\_ 1) Extension board and area extension director review *The Extension Program Assistant: Policy, Roles and Responsibilities* (EXOP 3-3)
- \_\_\_\_\_ 2) Draft a position description to define the responsibilities and skills/knowledge required of the assistant. (See samples – EXOP 3-6PA)
- \_\_\_\_\_ 3) Extension Board and area director sign an *Approval to Hire a Program Assistant* (EXOP 3-5).
- \_\_\_\_\_ 4) Recruit applicants for the position. Include classified advertising in local and regional newspapers, associated web sites and other local advertising. Include in the ad the following statement: “K-State Research and Extension - \_\_\_\_\_ County/District is an equal opportunity provider and employer. A criminal background check is required”.
- \_\_\_\_\_ 5) Have all applicants complete a *Program Assistant – Application for Employment* (KSU 8-29PA) and/or submit a resume.
- \_\_\_\_\_ 6) Screen applications using as a guide *Screening of Applicants Prior to Interview* (EXOP 3-9).
- \_\_\_\_\_ 7) 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).
- \_\_\_\_\_ 8) Contact the Extension Operations Office for a criminal background check. (*Mary Gatza, marygatza@ksu.edu 785-532-3076*)
- \_\_\_\_\_ 9) Notify those who applied but were not selected.
- \_\_\_\_\_ 10) For applicant that is hired see *Orientation Checklist for Office Professionals and Program Assistants* (EXOP 3-12).
- \_\_\_\_\_ 11) Contact the area office with the name of the new hire.
- \_\_\_\_\_ 12) Keep application materials and documentation on hiring decisions for five years.