Steps in Hiring
Local Unit Program Assistants

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 3-6 PA)

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 – [LOCAL UNIT NAME] 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 8-29 PA) 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. Submit a Background Check Request (EXOP 3-20) to the Extension Operations Office. (Tim May, tbmay@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.