Policy and Procedures for Employment of Unclassified Personnel in K-State Research and Extension

K-State Research and Extension is an equal opportunity employer and provider.

Filling Extension Agent Positions

1. The vacant position is reviewed by the area director and the local extension board to determine if there is sufficient funding to fill the position. When a position is to be filled the area director notifies the Extension Operations Office to release the position announcement.

2. The Extension Operations Office:
   a. Prepares the position announcement and leads the recruitment process in cooperation with the area director and local extension board.
   b. Prepares a folder for each applicant including documents requested in the position announcement.

3. Approximately seven to ten days after the position closes, an administrative committee meets and screens application documents. This committee does a competitive analysis of all the applicants and selects the applicants to be forwarded to the local board and area director for an interview. Those applicants who are not selected for an interview are notified.

4. The applicant interviews with the area director and board take place approximately two to three weeks after the administrative review.

5. Extension boards may, at their discretion, reimburse prospective agents for travel, lodging and meals associated with interviews.

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