

## Extension Agent Employment Application Procedure

Extension agent position vacancies are announced in several ways. They are posted on the K-State Research and Extension website (<http://www.ksre.k-state.edu/jobs/>), Kansas State University's Careers (<http://www.k-state.edu/hcs/jobs/>). Vacancies may also be found on other university and career services websites and in local and regional newspapers.

To receive an e-mail notification of position openings, email [ksrejobs@ksu.edu](mailto:ksrejobs@ksu.edu) and ask to be added to the listserv. We also encourage you to sign up for job alerts at <http://careers.k-state.edu/cw/en-us/subscribe/> in order to be notified of new position openings.

**Please submit application materials by applying through the Kansas State University's Careers page at: [www.k-state.edu/hcs/jobs/](http://www.k-state.edu/hcs/jobs/)**

The employment application and review process follows:

1. Applicants are due by the closing date. To apply for a position, submit the following:
  - a) A cover letter indicating the position for which you are applying. To apply for more than one position, a new cover letter for each position is required. A complete application packet does not need to be submitted each time.
  - b) A resume.
  - c) Copies of all college transcripts showing completion of degree (s). If fewer than 12 hours were completed at an institution, it is not necessary to submit a transcript from that school.
  - d) You need to have emails for five references, listed on your application. Those references will receive an email from k-state jobs containing a link to a reference form. (This link is only good for about 10 days after being sent so you will want to have your references watch for this email.)
2. Applicants will receive an e-mail confirming receipt of their application. Please watch your applicant portal for application status updates.
3. Approximately two weeks after the closing date of the position, an on-campus Extension Eligibility Committee (Screening Committee) will meet and review all candidate application materials. This committee does a competitive analysis of the candidates for the position they are reviewing and selects the candidates which will be interviewed by the Area Director and the local extension board.
4. Candidates who are selected for interview will be notified by email which will instruct them to log into their applicant portal to choose and confirm an interview date and time. A follow up phone call may occur as well. Candidates not selected for an interview will be notified by email.
5. If offered a position, the applicant will grant permission to Kansas State University Human Capital Services Talent Acquisition to conduct a Background and Driving Record Check. The individual will receive an email with a link to complete the authorization. An offer of employment will be contingent upon the results of these findings.
6. Once the interviews are completed, the interviewed candidates will be contacted by the Area Director regarding the hiring decision.

2/21/2018