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.ksu.edu/jobs), listed with Kansas State University's Career and Employment Services Department, and with KSU's Alumni Career Services Department. Vacancies are also advertised on numerous other university and career services websites and in local and regional newspapers.

To be notified when a vacancy occurs, register for the Extension Agent Position Mailing List and receive announcements by either mail or email.

1. To apply for a position, submit the following:
   a). A cover letter indicating which position. 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. If additional courses have been taken, or a degree has been completed since your last application, an updated transcript should be provided.
   d). A Reference Evaluation form from each of five professional references with complete addresses and phone numbers. New reference evaluations will be requested if it has been over a year since your last application.
   Reference evaluation forms are due as soon as possible, no later than the screening date which will be provided to you when you apply. The forms are located at http://www.ksre.ksu.edu/jobs or through the link above. Please provide a form to each of your references or refer them to this site. **These forms should be returned directly from your references to us** by one of the following methods:
   - email = jriniker@ksu.edu
   - fax = 785-532-3079
   - mail = Extension Operations, 121 Umberger Hall, Manhattan, KS 66506

   Applications are due by the closing date. All applicants will receive a confirmation letter. It may also serve as a request letter for more documentation.

2. Approximately two weeks after the closing date of the position, an on-campus Extension Eligibility Committee (Screening Committee) meets and reviews all candidate application materials. This committee does a competitive analysis of all the candidates for the position they are reviewing and selects the candidates to be interviewed by the Area Director and the County Extension Council Executive Board or District Extension Governing Body.

3. Candidates who are selected for interview will be notified by a telephone call, and those who are not will be notified by letter.

4. If selected for an interview, the applicant will grant permission to Kansas State University's Human Resources Department to do a Background and Driving Record Check. This form will be sent via the U.S. Postal Service. An offer of employment will be contingent upon the results of those findings.

5. Once the interviews are completed, those interviewed will be contacted by the Area Director regarding the hiring decision.