

# **Agent Hiring Procedure**

## **Steps to Filling a County Extension Agent position with a County Screening Committee**

### **1. County Meeting with Leadership**

When a position becomes vacant, the District Director of said county with vacancy will schedule a meeting with the County Extension Council (including District Board members) and the Agent's Program Council within 45 days to discuss:

- How responsibilities will be handled during the vacancy
- The local funding situation
- Stop Gap funding if needed
- Steps in the hiring process and timeframe (option of no county screening committee \*)
- The job description and desired characteristics for the vacant position as per the specific county/community needs relative to the position.
- Explanation of Extension standard core competencies
- Selection of screening committee (CEC Chair, Program Council Chair, District Board Representative plus 2 at large members). Committee members will sign confidentiality statements and participate in Best Screening Practices Training.
- Hiring order if two or more vacancies have occurred

The information from this meeting will be shared with the Extension Personnel Office and the Administrative Interview Committee.

### **2. Position Advertisement and Application**

The agent position will be posted for three weeks on the UK Jobs website (<https://uk.jobs.uky.edu/>) and the UK Extension Careers website (<http://extension-jobs.ca.uky.edu/>). Position announcements will be sent electronically to faculty and career services at all in-state regional universities, all 1890 institutions, and 1862 institutions in the Southern Region and contiguous states. A newspaper ad will be placed in a local or regional newspaper (newspapers are optional). Counties will have the option of paying for and placing additional advertisements.

### **3. Screening**

After the deadline, applications will be reviewed by the Personnel Director, the District Director of said county and the appropriate Assistant Director. A group of no more than 20 applicants who are best qualified for the position will be selected for the County Screening Committee to review. The District Director, County Screening Committee and Assistant Director will meet to review these applications within 45 days. (This meeting may be held in person or via technology.) Using a screening grid, applications will be rated based on their potential to fulfill the job duties outlined in the job description and the desired characteristics (as identified by the CEC and program council). The screening grid and discussion will be used to determine which candidates are to receive initial telephone interviews by the Personnel Director within 60 days.

### **4. Interviews**

The interview process includes three stages - a telephone interview, an administrative team interview, and an interview with the Director of Extension and should be completed within 45 days.

- Telephone interviews with the top 3 applicants will be conducted by the Personnel Director and references will be collected. After the phone interviews, the Personnel Director will discuss the

applicants with the District Director and Assistant Director. A decision will be made on who will interview with the Administrative Interview Committee.

- The Administrative Interview Committee will have a total of five members comprised of:

Thomas Keene, HR Personnel Director

- Dr. Jeff Young, Director of County Operations
- Dr. Quentin Tyler, Assistant Dean/Director, Office of Diversity

And, 2 members from the following list depending on the program area being filled and the district where the vacancy is located: (One member will be District Director of said county for which vacancy(s) exist.

- Dr. Charlene Jacobs, Assistant Director for 4-H Youth Development
- Dr. Ann Vail, Assistant Director for Family & Consumer Sciences
- Dr. Gary Palmer, Assistant Director for Agriculture & Natural Resources
- Jeff Smith, District 1 Director
- Louise Moore, District 2 Director
- TBD, District 3 Director
- Jenny Cocanougher, District 4 Director
- Anna Smith, District 5 Director
- David Herbst, District 6 Director
- Matt Fulkerson, District 7 Director

The Administrative Interview Committee will evaluate candidates using behavioral interviewing techniques. The evaluation will be based on the job description, the desired characteristics identified by the county and the standard core competencies. A top candidate will be selected.

- The top candidate will interview with Extension Director Dr. Jimmy Henning within 30 days. If the candidate is successful an employment offer will be extended, if not the second and third choice candidates will be interviewed. In the event that any of the top three are not hired, the "Agent Hiring Procedure" starts with a new County Screening Committee allowing any former applicants to reapply.

## **5. Welcome Reception**

A reception will be held for the new agent in the county within 30 days. The county leadership will host the reception whose purpose is to meet and welcome the new agent. The new agent will give a brief presentation about their background, qualifications, and interest in the position. This reception will occur after the new agent has accepted the position and in most cases will be after the agent's start date.

## **6. Agent Hiring Procedure**

The Agent Hiring Procedure from start to finish should not take more than 6-7 months in duration (assuming Agent is hired during first procedure). In addition, during new Agent's Orientation period, the District Director will request input from County Screening Committee relative to new Agent's performance.

\* If a county chooses not to have a local screening committee, the CEC chair will need to send a letter or email or a copy of the minutes stating they understand the process and have elected not to participate. This will be kept on file in the Extension Personnel office (Thomas Keene's office).