

**Request to Hire Process for
County Extension Agent Positions
With new Background Check Process Included**

1. When candidate is identified, District Extension Administrator should contact Bill McConnell via e-mail for Salary Range.
2. Mr. McConnell will e-mail Salary Range back to District Extension Administrator.
3. District Extension Administrator submits to Associate Director-County Programs completed Request to Hire Form along with Applicant Matrix.
 - a. If external candidate, District Extension Administrator must recommend CEA Career Ladder System Rank.
 - b. District Extension Administrator indicates concurrence of selected applicant by appropriate Regional Program Director.
4. Associate Director-County Programs reviews and approves a Recommended Salary.
5. County Programs Office notifies appropriate District Extension Administrator of approved salary.
6. District Extension Administrator extends a conditional offer to candidate. The offer will be conditional on two key issues:
 - a. Successful completion of background check – request applicant to complete AG-473 is included in the written offer
 - b. Successful meeting with County Commissioner’s Court.
7. DEA schedules court meeting upon notice of successful background check and proceeds with employment process.

Revised May 2008