

## **Request to Hire Process for County Extension Agent Positions**

1. When candidate is identified
  - a. DEA emails Bill McConnell requesting Salary Range
  - b. DEA contacts Associate Director to discuss candidate
  
2. Mr. McConnell emails Salary Range to DEA
  
3. DEA submits to County Programs Office (Assistant to Associate Director and Associate Director) completed ***Request to Hire*** Form
  - a. If external candidate, DEA recommends CEA Career Ladder System Rank
  - b. DEA indicates concurrence of selected applicant by appropriate Regional Program Director
  
4. Associate Director notifies DEA/DOM when Recommended Salary approved.
  
5. DEA extends a conditional offer to candidate following guidelines specified in the *Recruiting & Selection Guide for Hiring Managers and Supervisors* and *33.99.01.X1.01 Recruiting and Employment Procedures*. The offer will be conditional on two key issues:
  - a. Successful completion of background check
  - b. Successful meeting with County Commissioners Court
  
6. DEA schedules court meeting upon notice of successful background check and proceeds with employment process.
  
7. DEA/DOM notifies County Programs Office (Assistant to Associate Director and Associate Director) that court has approved the candidate and provides official start date.