



**INTERVIEW AND SELECTION REQUIREMENTS
FOR AGENT POSITIONS
Revised May, 2010**

A. Application Procedure

1. Applicants for positions must apply on-line at <http://lsusystemcareers.lsu.edu/>
 - a. The application must include transcripts from **all** colleges and universities attended reflecting **all** coursework attempted.
 1. For the purpose of the application process, transcripts need not be *original* copies, however, if the applicant is offered a position, *original* copies will be required.
 2. Transcripts must be in English or be accompanied by a notarized English translation.
 3. If official transcripts are not provided within two weeks, the job offer can be withdrawn.
 - b. Also required are names and contact information for at least three references, as requested in the on-line site.
 - c. The AgCenter requests that the applicant have two letters of recommendation sent from former employers, supervisors, colleagues, or instructors. These can be from the same persons identified as references in item B above.
2. The Director may eliminate applicants from consideration when the elimination is based on justified reasons such as consistently poor interviews, failure to report for scheduled interviews, previous dismissal for valid reasons, etc.
3. An applicant who provides false or misleading information in his/her application materials or verbally may be eliminated from consideration, including withdrawal of job offers.
4. Position vacancy announcements can be accessed through the *Job Opportunities* section of the LSU AgCenter's web site at www.lsuagcenter.com which is updated regularly.

B. Interviews

1. Interviews will be conducted using the official Agent Interview Form.
2. *Selection of Applicants for Interview.* Regional director will review the applications and based on analysis of the applicant's education and experience *as related to the specific qualification requirements defined for the position*, will select a minimum of three applicants for interview. ***This analysis must be documented in detail in Section 1 of the interview form.*** Applicants who do not meet the minimum qualification requirements and/or do not submit the required transcripts may not be considered for interview. If the regional director is uncertain about the minimum qualification requirement determination, he/she should contact the HRM Office to make a final decision.
 - a. The number of applicants interviewed should be set where there is a logical break in the ranking of applicants.
 - b. A minimum of three applicants must be given a face to face rigorous interview with the following exceptions:
 1. When there are fewer than three qualified applicants.
 2. If there are only two applicants who meet the "desired" qualification requirements.
 - c. Nothing in this document shall be construed to prohibit the interview of more than three applicants.
3. Interviews will be conducted using an interview team.
 - a. The regional director will be the lead interviewer and will be responsible for making the final recommendation to the appropriate administrator.
 - b. For field positions, the interview team will be as follows.
 1. The interview team will consist of the regional director and parish chair and a third person if necessary so that the team includes someone from the subject matter program area.
 2. It is recommended, but not required, that at least one co-worker be part of the team, provided they are not an applicant for the position.
 3. The regional director should consider including appropriate subject-matter faculty on the team.
 4. Interested non-Ag Center personnel (e.g., members of advisory committees, clientele, etc.) may be invited to the oral presentation at the discretion of the regional director and parish chair but will not serve in an official capacity.

5. Any individual participating in the interview process must have received a copy of the HRM Office's interview guidelines prior to participating in an interview.
 - c. It is not necessary for all members of the team to be present provided the individuals in b.1. are present.
4. The Interview Format.
 - a. All interviews will be conducted using the Agent Interview Form.
 - b. Interviews may be conducted in two stages. It is recommended that there be a second interview before a final decision is made.
 - c. If an initial interview is used to narrow the field of applicants, it must consist of at least Sections 1 (Assessment of Education and Experience), 2 (Performance Questions), 3 (Technical Questions), 8 (Oral Communications Assessment), and 9 (Job Parameter and Background Questions) of the interview form.
 - d. Telephone interviews are allowed provided the above criteria are met.
 - e. Subject to the provisions of Section B.3.b. above, the entire interview form should be completed for a minimum of three applicants.

C. Selection

1. When the interviews have concluded, the regional director will rank the top candidates and provide a recommendation to the appropriate administrator.
 - a. The regional director must keep on file for three years the completed interview summary form, the summary and recommendations page for each applicant interviewed, and the full interview form for all individuals interviewed. Copies may be requested by the HRM Office if needed.
 - b. If other staff members were involved in the interview process, the regional director should also indicate either verbally or in writing the recommendations of those staff members.
2. If the process has not resulted in identification of an applicant to whom the position should be offered, the regional director may accept additional applications, request that the position be re-advertised, or close the position.
3. No offer, either verbal or written, may be made or implied until the appropriate administrator has made his/her decision, nor should the top applicants be rejected until the position has actually been accepted.

D. Miscellaneous

1. An applicant usually must make himself/herself available for interview at his/her own expense.
2. The Director may elect to exclude applicants from further consideration for employment for valid reasons such as consistently poor interviews, failure to report for scheduled interviews, or other reasons which make the applicant unsuitable for employment.
3. An applicant who requires a special application procedure or accommodation under the ADA must submit a written request which must be received on or before the application deadline for the position he/she wishes to be considered for. The request may be attached to the application form or sent separately. Requests will be handled in accordance with applicable federal and state laws.
4. The Director may approve exceptions to this policy under justified circumstances when such exceptions would serve the best interest of the organization.