Search for a Position
Director, AA Officer, and HR

1. To search for a position using criteria:

<table>
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<th>JOB POSTINGS</th>
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<td>VIEW ACTIVE</td>
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<tr>
<td>VIEW PENDING</td>
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<tr>
<td>VIEW HISTORICAL</td>
</tr>
<tr>
<td>SEARCH</td>
</tr>
</tbody>
</table>

2. Using the Search Option:

![Search Interface](image)

Search Criteria:

**Vacancy Type**
- Any
- Permanent - Full-time
- Permanent - Part-time
- Temporary - Full-time
- Temporary - Part-time

**Position Number**
Open Text Box – format XX-XXXXXXXX-XXXX; first two digits represent district, middle six digits represent position number, last four digits represent month and year of posting. If position is new, format XX-NewXXX-XXXX with NewXXX representing the number of new positions posted within the district in the given year.

**Employment Spec**
- Any
- Stoss, Mel
- Various Names (for departmental hires)

**Title**
- Any
- Area Agent
- Area Specialized Agent
- County Extension Director
- County Extension Secretary
- Extension Agent, 4-H

3.1.2 Search for a Posting
Update 9/22/06
Search for a Position
Director, AA Officer, and HR

Extension Agent, Ag
Extension Agent, CRD
Extension Agent, FCS
Extension Program Assistant/Associate
Various Titles (for departmental hires)

Department
Any
117____ - ______ County
Various OUCs (for departmental hires)

Posting Status
To post position:
Saved
NCCE: Hiring Official Approval Pending
NCCE: HR Review Pending
NCCE: Approved
NCCE: Posted
On Hold
Closed

Interim Reporting:
EPA/NCCE: Interim Report Submitted for AA Approval (Open to Applicants)
EPA/NCCE: Interim Report Approved (Open to Applicants)
EPA/NCCE: Returned to Hiring Official (Open to Applicants)
EPA/NCCE: Returned to Hiring Official (Closed to Applicants)
EPA/NCCE: Interim Report Submitted for AA Approval (Closed to Applicants)
EPA/NCCE: Interim Report Approved (Closed to Applicants)
Req Returned to Hiring Mgr for Review

Final Reporting:
NCCE: Final Recruitment Report Submitted to Director (Open to Applicants)
NCCE: Final Recruitment Report Submitted for AA Approval (Open to Applicants)
NCCE: Final Recruitment Report Approved by AA (Open to Applicants)
NCCE: Final Recruitment Report Submitted to Director (Closed to Applicants)
NCCE: Final Recruitment Report Submitted for AA Approval (Closed to Applicants)
NCCE: Final Recruitment Report Approved by AA (Closed to Applicants)

To fill position:
Filled
Cancelled

Vac Number
Open Text Box – not a working option for NCCE positions

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