Nonexempt: Create New Position/Modify Existing/Request Search Waiver — *(Begin Action from Position Management module under Positions and selecting Nonexempt. Search Waiver requests must route through Equity Administrator)*

Create Nonexempt Posting — *(Once the Position has been approved and you wish to post - Begin Posting under Applicant Tracking and selecting Nonexempt, Create New Posting, from Position)*

Hiring Proposal – Nonexempt

Both Creator and Hiring Official have the ability to Begin Hiring Proposal

Designating Posting as Filled

Only Creator can designate posting as filled

*Last updated: 02/24/2014*
**Exempt Positions: Create New/Modify Existing Position and Request Search Waiver Workflow** – All requests for Search Waivers must route through the Equity Administrator.

- **Creator** → **Hiring Official** → **Equity Admin (for waiver of search)** → **Chair/Dept Approver** → **Dean/VP Approver** → **Provost/President Approver** → **UHR** → **Exempt Action Approved**

**Exempt Posting Approval Workflow** – *(Do not create a posting unless there has been an approved action on the position within the last 6 months). For exempt pay bands 1 & 2 if not using a Search Committee prior to posting the request should be sent from the Hiring Official to the Equity Administrator, otherwise all postings must route through the Search Chair.*

- **Creator** → **Hiring Official** → **Search Chair For Posting** → **Equity Admin For Posting** → **Major Unit Head** → **University Equity for Posting** → **eTerp Service Center** → **Posted** → **Closed/Removed from Web Or Open Until Filled** → **Search Chair/Designee Send Recommended Finalist to Equity Administrator** → **Equity Admin** → **Finalists ReviewedSend to Hiring Official Or Return Recommended Finalist to Search Chair** → **Hiring Official** → **Finalist Recommended for Hire** (send posting to Creator to designate posting as filled)

**Exempt Hiring Proposal Approval Workflow** – *(Either Hiring Official or Creator can Begin Hiring Proposal)*

- **Creator** → **Hiring Official** → **Equity Administrator** → **Major Unit Head** → **Creator Seats Position**

**Designate Posting as Filled** *(Only the Creator can designate Posting as filled)*

- **Creator** → **Posting Filled**

*Last updated: 02/24/2014*
**Action – Request NEW Faculty Position**

- **Creator** → **Faculty Position Specialist** → **Position Created (email sent to Creator)**

**Postings – Create Posting from Applicant Tracking under Postings and selecting Faculty. Create New Posting, from Position**

- **Creator** → **Search Chair/Designee** → **Hiring Official** → **Equity Administrator** → **Major Unit Head** → **University Equity Administrator** → **eTerp Service Center** → **Posted** → **Closed Removed from Web Or Posting Open** → **Search Chair Send Recommended Finalist to Equity Administrator** → **Equity Finalists Reviewed Send to Hiring Official Or Return Recommended Finalist to Search Chair** → **Hiring Official Finalist Recommended for Hire (send to creator to designate posting filled)** → **Creator Designate Posting as filled**

**Hiring Proposal – Faculty**

- **Creator** → **Hiring Official** → **Equity Administrator** → **Major Unit Head** → **Creator Seat Position**

Either the Creator or Hiring Official can begin the HP. They have the option to send to Equity or directly to Major Unit Head.

**Designate Posting as Filled - Faculty**

- **Creator** → **Posting Filled**
Faculty Waiver of Search Workflow

Faculty Waiver of Search – (Begin Action in Position Management, under Positions, selecting Faculty, and Search Waiver)

1. Creator
2. Hiring Official
3. Chair/Dept Approver
4. Equity Administrator
5. Major Unit Head
6. eTerp Service Center (for quicklink)
7. Waiver of Search Approved

*eTerp Service Center will seat the employee on the position in eTerp2 eliminating the need for the quick link*
Hourly Posting – EXEMPT/FACULTY/GA Begin Posting in Applicant Tracking under Postings and selecting Hourly/GA/Pool – Create New Posting from Position Type
(If using a Search Committee set Applicant Status on Settings Page to Under Review by Committee – Not using a Search Committee set to Under Review by Department)

Hourly Posting – Applicant Status on Settings Page should be Under Review by UHR

Hiring Proposal – Hourly/No Position

Designate Posting as Filled – Hourly/GA/Pooled

Last updated: 02/24/2014