Step 1: Create New Position/Modify Existing/Request Search Waiver

- Creator
- Hiring Official
- Equity Admin (for Search Waivers)
- Chair/Dept Approver
- Dean/VP Approver
- Provost/Pres Approver
- UHR

Step 2: Create Nonexempt Posting

- Creator
- eTerp
- UHR Analyst
- Hiring Official
- UHR Analyst
- Hiring Official
- Creator

  - Position is posted
  - Certifies applicants
  - Sends qualified applicants to Hiring Official
  - Reviews qualified applicants
  - Recommends applicants for list of eligibles and sends to UHR for review
  - Reviews recommended candidates
  - Sends approved list of eligibles to Hiring Official
  - Conducts interviews
  - Selects candidate(s) for hire / Sends posting to Creator to begin Hiring Proposal
  - Begins Hiring Proposal

Step 3: Hiring Proposal – Nonexempt

- Creator
- Hiring Official
- Equity Admin
- Chair/Dept Approver
- Dean/VP Approver
- Provost/Pres Approver
- Creator Seat Position

Step 4: Designating Posting as Filled (access posting and move to filled)

- Creator
- Posting Filled

Last updated: 04/04/2016
Step 1: Create New/Modify Existing Position and Request Search Waiver Workflow

Creator → Hiring Official → Equity Admin (for Search Waivers) → Chair/Dept Approver → Dean/VP Approver → Provost/Pres Approver → UHR

Step 2: Create Posting and Search and Selection

Creator → Hiring Official → Equity Admin → eTerp to Post → Search Chair / Hiring Official → Equity Admin → Hiring Official → Creator

Reviews applications for minimum qualifications
Conducts interviews and recommends finalist and sends to Equity for review
Reviews finalists
Sends to Hiring Official
Interviews finalists
Recommends a candidate(s) for hire
Begins hiring proposal routes for approval

Step 4: Create Hiring Proposal

Creator → Hiring Official → Equity Admin → Chair/Dept Approver → Dean/VP Approver → Provost/Pres Approver → Creator to Seat Position

Reviews applications for minimum qualifications
Conducts interviews and recommends finalist and sends to Equity for review
Reviews finalists
Sends to Hiring Official
Interviews finalists
Recommends a candidate(s) for hire
Begins hiring proposal routes for approval

Step 5: Designate Posting as Filled

Creator → Posting Filled

Last updated: 04/04/2016
**Faculty Workflow**

**Step 1: Action – Request NEW Faculty Position or Request to change existing Faculty Position**

![Diagram of Step 1]

- Creator → Faculty Position Specialist → Position Created or Updated

**Step 2: Postings – Create Posting from Applicant Tracking under Postings and selecting Faculty. Create New Posting, from Position**

![Diagram of Step 2]

- Creator → Search Chair → Hiring Official → Equity Admin → Dean / VP → Provost / Pres → eTerp Service Center → Search Chair → Equity Admin → Hiring Official → Creator

  - Posts position
  - Reviews applicants for minimum qualifications
  - Conducts interviews
  - Recommends finalist
  - Sends finalists to Equity

**Step 3: Hiring Proposal**

![Diagram of Step 3]

- Creator → Hiring Official → Equity Admin → Chair/Dept Approver → Dean/VP Approver → Provost/Pres Approver → Creator to Seat Position

  - Reviews finalists, Sends to Hiring Official
  - Interviews finalists, Recommends a candidate(s) for hire
  - Sends posting to creator to begin hiring proposal

**Step 4: Designate Posting as Filled**

![Diagram of Step 4]

- Creator → Posting Filled

Last updated: 04/04/2016
Faculty Waiver of Search – (Begin Action in Position Management, under Positions, selecting Faculty, and Search Waiver)

Creator → Hiring Official → Chair/Dept Approver → Equity Admin → Dean/VP Approver → Provost/Pres Approver → eTerp

*eTerp Service Center will seat the employee on the position in eTerp2 OR provide quick link for candidate to apply and upload resume*
Hourly Posting – 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 (Nonexempt) – Applicant Status on Settings Page should be Under Review by UHR

Hiring Proposal – Hourly/No Position

Designate Posting as Filled – Hourly/GA/Pooled