Welcome to the UMD online application system, eTerp2. For nonexempt postings, it is the responsibility of the Hiring Official to review the qualified candidates sent by UHR and select those candidates they wish to have appear on the approved List of Eligible's. The selected candidates should be sent to UHR for approval. Upon approval by UHR, the selected applicants will become available for you to contact and schedule interviews.

Below is a check list designed to ensure that all steps required in the search and selection process for nonexempt postings are met.

**The Posting**
- Position is posted for 2 weeks
- Verify as Hiring Official you can access posting by logging into eTerp2 at: www.eterp.umd.edu using your Directory ID and Password (applicants will not be viewable until UHR sends the qualified candidates)

**Selecting Applicants for the List of Eligibles**
- Posting has closed, the qualified applicants have been sent by UHR to Hiring Official and have an applicant status of UHR – Meets Minimum Qualifications
- Applicants not selected should have their applicant status changed to “Not Recommended (List of Eligibles)”
- Applicants selected for List of Eligibles should have their status changed to “Recommend for List of Eligible’s”
- Send posting to UHR Analyst: Take Action on Action and select Send Selected Eligibility/Interview List to UHR

**Interviewing Applicants and Selecting a Candidate for Hire**
- Approved List of Eligibles has been sent to the Hiring Official by UHR
- All applicants appearing on the approved list are required to be interviewed
- Applicant Statuses have been changed indicating where they were eliminated in the search process
- Applicant(s) selected for hire should have the status of “Recommend for Hire”
- Hiring Proposal should be created on the selected candidate(s) and routed for approval (both the Hiring Official and the Creator can begin the Hiring Proposal)
- Posting is sent to the Creator to Designate as Filled after approval of Hiring Proposal(s) (Take Action on Posting and select Send to Creator to Designate Posting Filled)
- Rejection letters should be sent to all applicants that applied and were not selected for hire (this can be done in eTerp2 via email)

**eTerp Service Center:** 301-405-5717 jobs@umd.edu