How to Create a New Posting

Log in
Access the eTerp2 system at
eterp.umd.edu

Select Modules
Verify you are logged in as a Creator

Select Position Type
Under Postings, select position type

Creating New Postings

1. Start Posting
   Click [Create New Posting]
   Select [Create from Position]*
   *[Create from Position Type] is for Hourly GA’s.

2. Search & Click
   Locate Your Position
   Click on your Position title

3. Continue Posting
   Fill in Functional Title, Division, and Unit
   Click [Create New Posting]
   Click [Next]
   Click [Create Posting from the Position]

4. Complete Action
   Select [Take Action on Posting]
   Click on the appropriate Action
   *Once posted, the creator will receive an email notification

eTerp Service Center: Phone - (301) 405-5600
Email - jobs@umd.edu
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