eTerp2 Instructions for Exempt Postings in Pay Bands 1 & 2 Not Using a Search Committee

Below are the instructions for creating and routing a posting for Exempt positions Pay Bands 1 & 2 that will not be using a search committee.

**Creator**

a) In eTerp2 the Creator should set the Hiring Official up as both the Hiring Official and the Search Chair on the Search and Selection Plan. A Search Chair Coordinator (Designee) may also be assigned at this time to assist with the administrative duties of the search.

b) The Creator will send the posting forward to the Hiring Official (Send to Hiring Official)

**Hiring Official**

a) The Hiring Official must complete the Search & Selection Tab which includes the Posting Details (i.e. posting date, closing date, best consideration date, advertising efforts, etc.). The Hiring Official must also include on the Search and Selection Plan a description of what methods will be used to ensure the consistent review of applications and what specific efforts will be made to attract minority and female candidates.

b) After completing the Search and Selection Plan the Hiring Official will send the posting forward to the Equity Administrator (Send to Equity Administrator) skipping over the Search Chair. The Equity Administrator will continue with the workflow as it is today.
eTerp2 Instructions for Reviewing Applicants in Exempt Postings Not Using a Search Committee

Prior to conducting interviews the Hiring Official will review all applicants that have applied through eTerp2 and identify those applicants that will be contacted for interviews. These applicants must be forwarded to the Equity Administrator for review to ensure an equitable process and a diverse pool. Below are the instructions that should be followed for Exempt postings, Pay Band 1 & 2, that are not using a Search Committee.

**Hiring Official**

a. Once posted the Hiring Official can **view** applicants and their documents by logging in as either the Hiring Official or as the Search Chair. The Search Chair Designee must be logged in as such in order to view applicants.

b. To change the applicant statuses and send the Recommended Finalist forward to the Equity Administrator the Hiring Official **must be logged in as the Search Chair**. The Search Chair Designee also has the ability to change applicant statuses and move the posting forward.

It is suggested that the applicant statuses be changed in the following order prior to sending to Equity:

- Does Not Meet Minimum Qualifications
- Meets Minimum Qualifications – Not Advanced Further
- Recommended as Finalist – For Equity Review

c. Once the Finalists are reviewed and approved by Equity they will be forwarded to the Hiring Official to begin the interviews. From this point forward you should log into the system under the Hiring Official role to conduct the interviews and change the statuses as the search progresses. The existing Exempt Posting workflow should be followed going forward (i.e. recommending a candidate for hire, etc.).

Questions regarding the eTerp2 System should be directed to the eTerp User Support Office on x55600 or via email to: [jobs@umd.edu](mailto:jobs@umd.edu)

Any questions regarding the Search and Selection Procedures should be directed to your Equity Administrator.