Welcome to the UMD online application system, eTerp2. As part of the search and selection process the Search Committee will identify a diverse pool of finalists that will be recommended to the Hiring Official. This group of finalists must first be sent to Equity for review. Upon approval Equity will forward the finalist to the Hiring Official. It is the responsibility of the Hiring Official to interview the finalists and select a candidate for hire or notify Equity that a suitable candidate could not be identified.

Below is a check list designed to ensure that all steps required by the Hiring Official in the search and selection process for exempt and faculty postings are met.

**The Finalist Approved by Equity**

- The Finalists have been approved by Equity and sent to the Hiring Official. Applicants have a status of “Recommend as Finalist – Reviewed by Equity”
- Hiring Official can log into eTerp2 at: www.eterp.umd.edu using their Directory ID and Password and access the posting and the applicants identified as Finalists

**Interviewing the Finalists**

- Finalists have been contacted for interviews
- Applicant statuses should be changed appropriately:
  - Recommended for Hire
  - Finalist not Selected (must also select a reason why)
- 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)
- Send posting to Creator to designate as filled (Take Action on Posting – Send to Creator to Designate as Filled)
- Rejection letters should be sent to all Finalists who were not selected for hire (this should be sent from the Hiring Official not a system generated email)

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