Creating Hiring Proposals

Log in
Access the eTerp2 system at eTerp.umd.edu
Enter your directory ID and password
Username: your_id
Password: ********

Select User Role
Verify your user role is correct
And in the Applicant Tracking system
APPLICANT TRACKING

Select Position Type
Under Postings, select position type

Create Hiring Proposal

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

2. Locate Applicant
Click on [Applicants] Tab,
Click on the applicant’s name

3. Start Hiring Proposal
Click on “Start Hiring Proposal.”

4. Select Position
Click [Select Position] or
Select another position number
from the list.

5. Complete Tabs
Fill in the required information.
Click [Next] until you reach the
Hiring Proposal Summary page.

6. Complete Action
Click [Creator Seats Position]
*Remember to designate posting as filed

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