eTerp2 — Nonexempt Workflow

Step 1: Create New Position/Modify Existing/Request Search Waiver

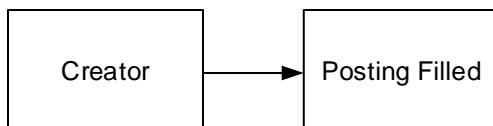Creator → Hiring Official → Equity Admin (for Search Waivers) → Chair/Dept Approver → Dean/VP Approver → Provost/Pres Approver → UHR

Step 2: Create Nonexempt Posting

Creator → eTerp → UHR Analyst → Hiring Official → UHR Analyst → Hiring Official → Creator

- **eTerp:** Position is posted
- **UHR Analyst:** Certifies applicants. Sends qualified applicants to Hiring Official
- **Hiring Official:** Reviews qualified applicants. Recommends applicants for list of eligibles and sends to UHR for review
- **UHR Analyst:** Reviews recommended candidates. Sends approved list of eligibles to Hiring Official
- **Hiring Official:** Conducts interviews. Selects candidate(s) for hire / Sends posting to Creator to begin Hiring Proposal
- **Creator:** Begins Hiring Proposal

Step 3: Hiring Proposal – Nonexempt

Creator → Hiring Official → Equity Admin → Chair/Dept Approver → Dean/VP Approver → Provost/Pres Approver → Creator Seat Position

Step 4: Designating Posting as Filled (access posting and move to filled)

Creator → Posting Filled

Last updated: 04/04/2016

eTerp2 — Exempt Workflow

Step 1: Create New/Modify Existing Position and Request Search Waiver Workflow

Creator → Hiring Official → Equity Admin (for Search Waivers) → Chair/Dept Approver → Dean/VP Approver → Provost/Pres Approver → UHR

Step 2: Create Posting and Search and Selection

Creator → Hiring Official → Equity Admin → eTerp to Post → Search Chair / Hiring Official → Equity Admin → Hiring Official → Creator

Search Chair / Hiring Official: Reviews applications for minimum qualifications Conducts interviews and recommends finalist and sends to Equity for review

Equity Admin: Reviews finalists Sends to Hiring Official

Hiring Official: Interviews finalists Recommends a candidate(s) for hire

Creator: Begins hiring proposal routes for approval

Step 4: Create Hiring Proposal

Creator → Hiring Official → Equity Admin → Chair/Dept Approver → Dean/VP Approver → Provost/Pres Approver → Creator to Seat Position
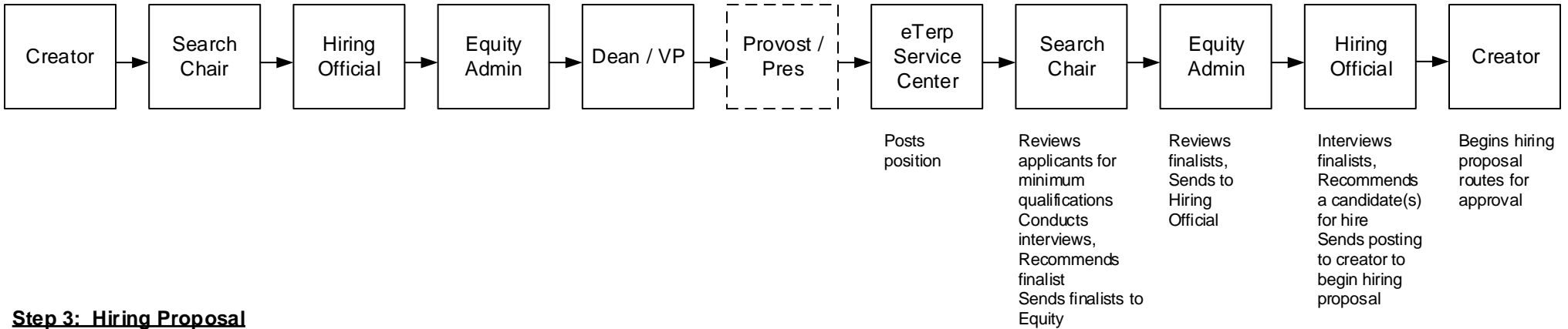
Step 5: Designate Posting as Filled

Creator → Posting Filled
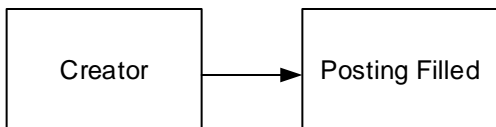
Step 1: Action – Request NEW Faculy Position or Request to change existing Faculty Position

```
Creator → Faculty Position Specialist → Position Created or Updated
```
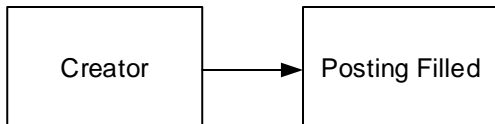
Step 2: Postings – Create Posting from Applicant Tracking under Postings and selecting Faculty, Create New Posting, from Position

```
Creator → Search Chair → Hiring Official → Equity Admin → Dean / VP → Provost / Pres → eTerp Service Center → Search Chair → Equity Admin → Hiring Official → Creator
```
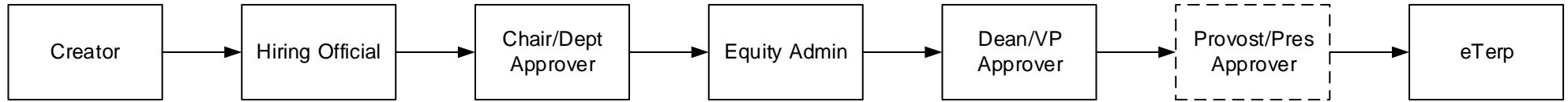
eTerp Service Center	Search Chair	Equity Admin	Hiring Official	Creator
Posts position	Reviews applicants for minimum qualifications Conducts interviews, Recommends finalist Sends finalists to Equity	Reviews finalists, Sends to Hiring Official	Interviews finalists, Recommends a candidate(s) for hire Sends posting to creator to begin hiring proposal	Begins hiring proposal routes for approval

Step 3: Hiring Proposal

```
Creator → Hiring Official → Equity Admin → Chair/Dept Approver → Dean/VP Approver → Provost/Pres Approver → Creator to Seat Position
```

Step 4: Designate Posting as Filled

```
Creator → Posting Filled
```

Faculty Waiver of Search – (Begin Action in Position Management, under Positions, selecting Faculty, and Search Waiver)

```
Creator → Hiring Official → Chair/Dept Approver → Equity Admin → Dean/VP Approver → Provost/Pres Approver → eTerp
```
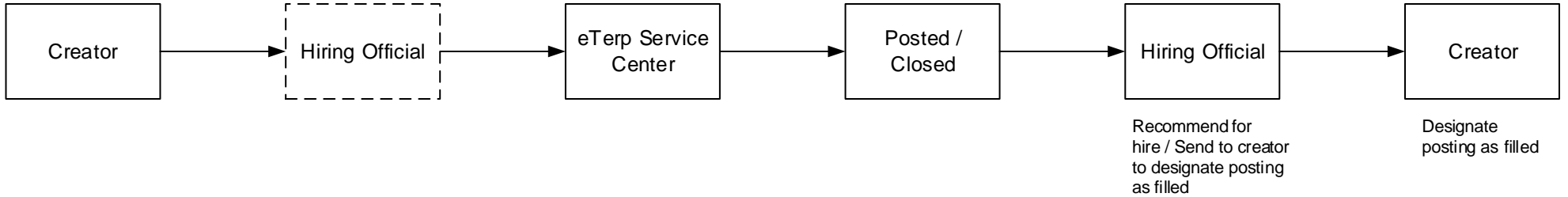
eTerp Service Center will seat the employee on the position in eTerp2 OR provide quick link for candidate to apply and upload resume
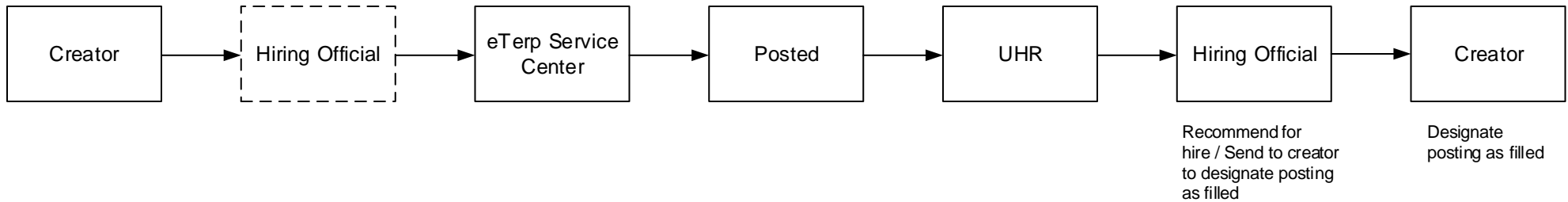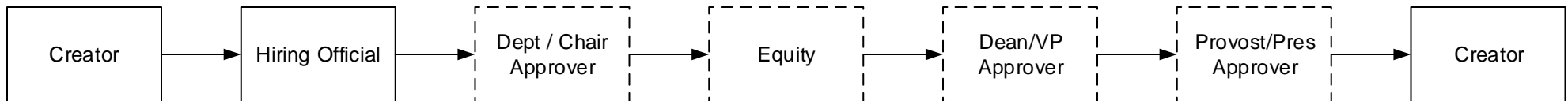
eTerp2

Hourly/GA/Pooled Posting Workflow

Hourly Posting – Begin Posting in Applicant Tracking under Postings and selecting Hourly/GA/Pool – Create New Posting from Position Type
(If using a Search Committee set Applicant Status on Settings Page to Under Review by Committee – Not using a Search Committee set to Under Review by Department)

Creator	→	Hiring Official	→	eTerp Service Center	→	Posted / Closed	→	Hiring Official	→	Creator

Hiring Official: Recommend for hire / Send to creator to designate posting as filled

Creator: Designate posting as filled

Hourly Posting (Nonexempt) – Applicant Status on Settings Page should be Under Review by UHR

Creator	→	Hiring Official	→	eTerp Service Center	→	Posted	→	UHR	→	Hiring Official	→	Creator

Hiring Official: Recommend for hire / Send to creator to designate posting as filled

Creator: Designate posting as filled

Hiring Proposal – Hourly/No Position

Creator	→	Hiring Official	→	Dept / Chair Approver	→	Equity	→	Dean/VP Approver	→	Provost/Pres Approver	→	Creator

Designate Posting as Filled – Hourly/GA/Pooled

Creator	→	Posting Filled

Last updated: 04/04/2016