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# Introduction

Welcome to the University of Maryland College Park Online Employment and Classification system. This manual is designed to assist with the understanding and use of the eTerp2 system. Technical support and training is available through University Human Resources eTerp Customer Service Center. For more information or assistance, call 301-405-5600 or email: <a href="mailto:jobs@umd.edu">jobs@umd.edu</a>.

This system is for posting all position types (Nonexempt, Exempt, Faculty, and Hourly/GA/Pooled) as follows:

- Request New Positions
- Modify Existing Positions
- Request a Waiver of Search
- Create Postings
- Review Applicant Information
- Create Hiring Proposals

#### Access

Access to the eTerp2 system for Creators, Hiring Officials, Approvers, and Equity Administrators must first be created and approved on the employees PHR appointment. Access is then implemented by the eTerp Customer Service Center and available to the employee the following day. Access for Hiring Officials, Search Chairs/Designees, Search Committee Members, and Guest Users is "individual scope" and is assigned to a specific posting at the time it is created.

Questions regarding access to eTerp2 should be directed to the eTerp Customer Service Center at 301-405-5600 or via email to jobs@umd.edu.

### **User Roles**

Creator	Person who coordinates and begins the hiring and classification actions for a department/college. This user is responsible for identifying the Hiring Official in eTerp and moves action forward.
Hiring Official	Person who interviews the finalists and makes the hiring decision. Gives hiring official charge to search committee. This person is usually the immediate supervisor of the open position. "Please Note: If the immediate supervisor is not the hiring official, it is strongly recommended that the immediate supervisor be included in the hiring official interview phase and not be a part of the search committee."
Chair/Dept. Approver	1st Level of Approval - Person who approves hiring and classification actions for a department. This level would include Directors, Dept. Chairs, etc.
Dean/VP Approver	2nd Level of Approval - Person who approves hiring and classification actions for a Division as the Executive Authority (Dean, VP).
Provost/President Approver	3rd Level of Approval - Person who approves hiring and classification actions as the Executive Authority (Provost, Pres.).
Equity Administrator	<ul> <li>This person is appointed by their Dean or Vice President. They have access to the system that reflects the following responsibilities.</li> <li>1. Review the search and selection plan.</li> <li>2. Charge the search committee at their first meeting.</li> <li>3. Review finalist list for diversity before it goes to the hiring official.</li> <li>4. Approve temporary search and selection plans.</li> <li>5. Monitor the overall search process (both general climate and specific processes) for equity and diversity at the division level. Person who reviews hire actions and approves hiring proposals at the department/college/division level.</li> </ul>
University Equity Administrator	<ul> <li>This unit is a part of the President's Office and has access to the system that reflects the following responsibilities.</li> <li>1. Review the search and selection plan.</li> <li>2. Assign temporary search ID numbers.</li> <li>3. Monitor the overall search process (both general climate and specific processes) for equity and diversity at the University level.</li> </ul>
UHR	Persons in the central University Human Resources office within Employment/Classifications.

Search Chair/Designee	Person who leads the search committee for a particular hire. This person will lead the search committee to screen/interview applicants and then make recommendations for further interviews.
Search Committee Member	A voting member of the search committee. Responsible for screening/interviewing applicants.
Major Unit Head	This person commits the funds for the open position and approves the Search and Selection Plan. Provides a final sign-off authorizing the hiring official to make an offer to the finalist. This is usually a Dean or VP.
Faculty Position Specialist	This person will receive the requests via eTerp to create new faculty positions and make changes to existing faculty positions prior to the Creators or Hiring Officials starting an action.

### eTerp2 Terminology

**eTerp2** – The eTerp system is the official campus system of record for position management and applicant tracking. It is used to create and route position descriptions, as well as position actions, such as reclasses, within band adjustments or just job description changes. It is the mechanism for posting all campus jobs (faculty and staff) and routing hiring proposals.

**Position Management Module** – The side of the eTerp2 system that houses all positions and position descriptions. Requests to create new positions or modify existing positions are created from Position Management. Users will know they are in Position Management if the header appears orange.

**Applicant Tracking Module** – The side of the eTerp2 system that houses all postings open, closed, and filled, as well as applicants and hiring proposals. Requests to post positions are created from Applicant Tracking. Users will know they are in Applicant Tracking if the header appears blue.

**Inbox** – The Inbox is a notification area where the system will display any items upon, which action is needed. They will only appear in the user's inbox, if the items were sent directly to the user.

**Watch List** – The watch list displays any item that the user has flagged to watch prior to sending forward.

**Take Action on Action** – When selected will display a dropdown menu containing all the possible workflow actions available to users. The workflow actions displayed will depend on the role the user is logged in under.

**Move in Workflow** – This is used to change applicant statuses. When selected will display the applicants statuses available to the user.

Keep Working on Action – Selecting this option will "save" the user's work.

### Login

To access eterp2 go to: <u>http://eterp.umd.edu</u>.

Username scm10769 Password	Universi College	ty of Maryland Park
	Username	scm10769
Login	Password	•••••
		Login

To Login enter Directory ID and Password and click Login.

Guest Users should enter the ID and Password provided to them by the Search Chair.

For trouble logging into the system, please contact the eTerp Service Center at x55600 or via email at: jobs@umd.edu

# **System Overview**

### **Home Page**

Once logged in users will come to the Home Page. On this page, users will find the Inbox, Watch List, User Role, and links to training materials.

<b>€</b> Terp2			Home Posit	ons Titles   My Profile Help	(Watch List)	XSITION MANAGE
					Sherry Costello, you have 7 cessages. Creator	
elcome to your On	iae Recruitment	Sustan				
scome to your On	ine Recruitment	System				
Inbox (8 items need	d your attention				Shortcuts	
Displaying					Create New Exempt Posting Create New Exempt Posting	
					Create New Faculty Posting	
Postings (5) Hiring Proc	onats (0) Actions (2				Create New Hourty CAP out Posting	
Job Title		Туре	Current State	Owner		
See more					My Links	
					Training Videos	
					Your Applicant Portal	
					PeopleAdmin MOPAC - Customer Portal Login	
and the second						
Watch List (2 item						
Postings (1) Hong Prot	Adiona (1) Adiona (1)					
Job Title	Туре	Current State		State Owner		
Assistant Director	Exempt	Send Recommended Finalist	s to Equity Administrator	Search Chair/Designee		

#### Inbox

The Inbox gives users an initial view of any Postings, Hiring Proposals, and Actions that require attention. Once action has been taken on items, they will be removed from the inbox.

S Inbox (2)	items need y	e Recruitment S ur attention)	System		
Displaying items f Postings (2) Title	Users (0)	Hiring Proposals (0) Current State	Actions (0)	Restricted Lists (0) State Owner	-
			8		_

💪 Inbox (20	items need your atte	ention)	
Displaying items	for group "Creator".		
Postings (10+)	Hiring Proposals (2)	Actions (5)	
Job Title			Туре
Academic Prog	ram Specialist		Nonexe
Human Resour	rces Supervisor		Nonexe

Click "Inbox" for a more detailed view of the Inbox.

Postings Hiring proposals	Actions				
Postings Reports	Postings Awaiting approval				
Awaiting approval (13)	Job Title	Туре	Current State	State Owner	Action
Anatong approval (10)	Academic Program Specialist	Nonexempt	Send to Creator to Designate Posting as Filled	Creator	Actions
Chair/Dept Approver (0)	Human Resources Supervisor	Nonexempt	Send to Creator to Designate Posting as Filled	Creator	Actions
Creator (5)	Functional Title - Exempt	Exempt	Send to Creator for Hiring Proposal	Creator	Actions
Dean/VP Approver (0)	Nonexempt Relest Modify 2	Nonexempt	Send to Creator to Designate Posting as Filled	Creator	Actions
Employee (0)	Assistant Professor	Faculty	Send to Creator for Hiring Proposal	Creator	Actions
Equity Administrator (2)					
Faculty Position Specialist (0)					
Hiring Official (3)	Licar Dalas	are display	ad on the left side of		
Major Unit Head (0)	User Roles	are aispiay	ed on the left side of		
			how many itoms if		
Provost/President Approver (0)	the name a	na aicniav i			
Provost/President Approver (0) Search Chair/Designee (1)	the page a	na aispiay i	how many items, if		

Toggle between Postings, Hiring Proposals, and Actions to see what items need attention at what User Role category. If logged in under the correct User Role, items needing attention can be accessed from the inbox.

### Watch List

The Watch List is an easy way to keep track of any Postings, Hiring Proposals, or Actions by flagging items prior to moving them forward.

lob Title	Туре	Curren State	State Owner
ssistant Director	Exempt	Send Recommended Finalists to Equity Administrator	Search Chair/Designee

🕈 🕅 Wate	h List (9 items)	
Postings	7) Hiring Proposals (0) Actions (2)	
Job Title		Туре
Program	dministrative Specialist	Nonexempt
Teeting F	empt Documents	Evempt

# Click "Watch List" for a more detailed view of the Watch List.

1000000	2010 B		2210-00210-002	Second and a	
Job Title	4	Current State	State Owner	Creator	Actions
Program Administrative Specialist	Nonexempt	Send Approved Eligibility/Interview List to Hiring Official	Hiring Official	Karen McDonald	Actions *
Testing Exempt Documents		Posted	Search ChainDesignee	Sherry Costello	View Posting Stop Watching Posting
TEST HOURLY		Posted	Search ChainDesignee	Sherry Costello	state tracting reading
TESTING FOR POSTING	Nonexempt	eTerp Service Center	UHR	Sherry Costelio	Actions .
Coorindator eTerp2 TESTING TUESDAY	Exempt	Equity Finalists Reviewed Send to Hiring Official	Hiring Official (Sherry Costello)	Sherry Costello	Actions •
Nonexempt Retest Modify 2	Nonexempt	Send to Creator to Designate Posting as Filled	Creator	Sherry Costello	Actions+
testing hourly	Hourly/GA/Pool	Posted	Search Chain/Designee	Sherry Costello	Actions *
Thursday Testing - 5	Nonexempt	Approved for Search Waiver	UHR	Sherry Costello	Actions •
Business Manager for TEST (Modify)	Exempt	Approved for Search Waiver	UHR	Sherry Costello	Actions •
Office Clerk II	Hourty/GA/Pool	Creator	Creator (User not set)	Sherry Costello	Actions +
HR Manager TEST	Hourly/GA/Pool	Send to Creator to Designate Posting As Filled	Creator	Sherry Costello	Actions •
Testing Under Review by Search Committee	Hourly/GA/Pool	Posted	Search Chair/Designee	Sherry Costello	Actions •
Test 2 for Hourly	Hourty/GA/Pool	Posted	Search ChainDesignee	Sherry Costello	Actions .
Hourly Test NE 1	Hourly/GA/Pool	Posted	Search Chair/Designee	Sherry Costello	Actions .
Test 2 for Houny Houny Test HE 1 Hiring Proposals There are not any hing proposals in your watch list.	Hourly/GA/Pool	Posted	Search Chair/Designee	Sherry Costelio	Actions•
Actions	2003				
Job Title	Туре	Current State	State Owner	Creator	Actions
Coordinator	Exempt	Draft	Sherry Costello	Sherry Costello	Actions .
Coorindator eTerp2 TESTING TUESDAY	Exempt	Modify Exempt Position Approved	UHR	Sherry Costello	Actions •
		Creator to Seat Position	Creator (User not set)	Sherry Costello	Actions

To remove items from the Watch List:

- Click Actions to display the dropdown box
- Select Stop Watching

#### **User Roles**

Users can easily see what role they are viewing in the system by looking next to their name.

	× PeopleAdmin
Watch Li	POSITION MANAGEMENT V
Home Positions Titles   My Profile Help	
Sherry Costello, you have 7 messages. Creator	💌 🗷 logout



The drop-down menu will appear, if the user has multiple roles. To toggle between user roles select the new user role from the drop-down

menu and hit the refresh button (

Users will see a green bar at the top of the screen indicating roles have changed successfully. Click the "X" on the bar OR anywhere else on the bar to close the message.

You are now viewing the system as a member of the Hiring Official group			8
€Terp2		Watch List POSITION MANAGE	MENT *
	Fome Positions Titles   My Profile Help		-
	Sherry Costello, you have 7 messages.	Hiring Official	C logout

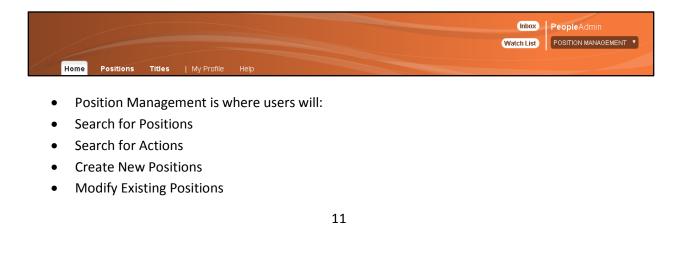
# **Module Selection**



At the top right side of the screen is the module drop-down. Hover, the mouse over the down arrow to switch modules.

### **Position Management**

All Nonexempt, Exempt, and Faculty positions and actions are located in the "Position Management" module of eTerp2. Users can easily identify Position Management by the orange header.



- Request a New Faculty Position
- Request a Change to an Existing Faculty Position
- Request a Waiver of Search

# **Applicant Tracking**

All information related to a Posting, Applicant, or Hiring Proposal is locataed in the "Applicant Tracking" module of eTerp2. Users can easily identify Applicant Tracking by the blue header.

Inbox	PeopleAdmin
Watch List	APPLICANT TRACKING
Home Postings Hiring Proposals   My Profile Help	

Applicant Tracking is where users will:

- Search for Postings
- Create New Faculty, Exempt, and Nonexempt Postings
- Create New Hourly, GA, and Pooled Postings
- Review Applicant Materials
- Begin Hiring Proposals
- Designate Postings as Filled

#### Shortcuts

Create New Nonexempt Posting Create New Exempt Posting Create New Faculty Posting Create New Hourly/GA/Pool Posting

#### My Links

**Training Materials** 

Salary Structures

Nonexempt Job Specifications

Applicant Site

University Human Resources

The Shortcuts section displays quick links for Creators that can be used to create postings.

The My Links section provides quick access to user resources.

# **Positions**

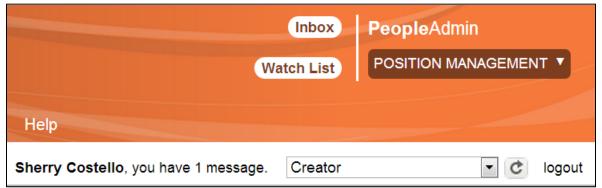
### **Creating a New Position**

Only Creators have the ability to begin the action to request a new position. Below are the instructions for creating a new nonexempt, exempt, and faculty position. Remember to add the action to the "Watch List" to follow the approvals.

For nonexempt and exempt positions, users will have three tabs to navigate through Title, Position Description, and Action Summary. Nonexempt positions include one additional tab, "Search Committee," which is only to be completed, if the screening of applicants will be conducted using a search committee. The Creator will move the action forward to the Hiring Official or Creator for a 2nd Review. The initial Creator will receive email notification when the request is approved by UHR.

The request to establish a new faculty position contains three tabs Title, Position Description, and Action Summary. The Creator will move the action forward to the "Faculty Position Specialist" in Academic Affairs or to another Creator for 2<sup>nd</sup> Review. The initial Creator will receive email notification when the request is approved by the Faculty Position Specialist.

#### **Creating New Nonexempt and Exempt Positions**



- Login under the user role "Creator"
- Access the Position Management module

€Terp2							Inbox PeopleAdmin Watch List POSITION MANAGEMEN
the set		Home	Positions	Titles	My Profile	Help	
		$\rightarrow$	Nonexempt			Sherry Costello,	you have 1 message. Creator
			Nonexempt	Actions			
			Exempt				
			Exempt Act	ions			
Welcome to your Online Re	cruitment S	system	Faculty				
Welcome to your ommerte	or an inform o	yotom	Faculty Acti	ions			
🔮 Inbox (20 items need your at	ttention)						Shortcuts
							Create New Nonexempt Posting
Displaying items for group "Creator".							Create New Exempt Posting Create New Faculty Posting
Postings (10+) Hiring Proposals (2)	Actions (5)						Create New Hourly/GA/Pool Posting
	Туре	Current State				Owner	
Job Title				Desting on I	lled	Creator	My Links
Job Title Academic Program Specialist	Nonexempt	Send to Creato	or to Designate	Posting as i			my Linko
and the second	Nonexempt Nonexempt		or to Designate or to Designate		Filled	Creator	
Academic Program Specialist		Send to Creato	and the second	Posting as I	Filled	Creator Creator	Teleles Materials
Academic Program Specialist Human Resources Supervisor	Nonexempt	Send to Creato Send to Creato	or to Designate	Posting as I posal			Training Materials

- Select "Positions" to display the dropdown
- Select the appropriate position type "Nonexempt" or "Exempt" (In this example, a new nonexempt position will be created.)

	LAND													Inbox Watch List	PeopleAd POSITION N	A all the second	NT T
free .	20 and	н	ome	Po	sition	s	Titles	e.	[ M	y Prof	īle	Help					
												Sherry C	ostello, you have 1 messag	e. Creator		• ¢	logout
Positions / Nonexempt																	
Nonexempt P	ositions													→ 1	Create New I	Position	
									S	earch	η,	lore searc	h options				
Open Saved Searc																	
Ad hoc Search	0	Nonexempt Positions		0													
Saved Sear	ch: "Nonexempt	Positions" (2979 It	ems Fo	ound	).											Actions	
		← Previous	1 2	3	4	5	6 7	8	9		99	100	$Next \rightarrow$				
🗉 Title:	Functional Title:	Position Number	Unit							Statu	5		ou going to post osition?	Last Updated	d	(Actions)	
Service Worker	(None)	117445	VPSA-	SU-Fa	cilities					Active	8			Decemb	er 21, 2011 at	Actions	

• Select "Create New Position"

elerp2				
	Himz Positions Tiles			
		Shorry Costello, you have 1 me	sage. Creator	r ¢
Nonexempt Positions	Create New	×		
Honexempt r Osmoris	Choose the action you would yo	ou like to start.		
Open Boyest Balance +	New Nonexempt Position			
	Nonexempty comores	<i>ħ</i> ,		
B. Council Consult: "Manager	mpt Positions" (2072 Herm Found)			
Saveu Search. Nonexe				

• Select "New Nonexempt Position" (if the user had chosen Exempt in the beginning, the screen would display select "New Exempt Position")

UNIVERSITY OF MARYLAND					Inbox Watch List	PeopleAdmin POSITION MANAGEMENT	
	Home Positi	ons Titles	My Profile	Help			
				Sherry Costello, you have 1	message. Creator	• C	logout
Positions / Nonexempt / New Nonexempt Position							
New Nonexempt Position					Start Actio	Cancel	
Functional Title:		Test Position	1				
Organizational Unit							
Division *		VPAF-VP A	dministration & F	inance	•		
Department *		VPAF-Unive	ersity Human Re	sources •			

- Enter the "Functional Title" (if there is no a Function Title, enter the System Title)
- Select the Division
- Select the Department
- Click "Start Action" to begin ("Cancel" to Cancel the action)

Required fields are indicated with an "\*"

UNIVERSITY OF MARYLAND				Inbox People	leAdmin
eTerp2				Watch List POSIT	ION MANAGEMENT
1 - Company	Home	Positions Titles	My Profile Help		
			Sherry Costello, you have 1	message. Creator	• C loge
tions / / New Nonexempt Position /	Test Title / Edit				
	)				
Editing Action	Title			5	Save Next >>
Title					
Position Description	Titles - Filter these resul	lts			
Supplemental Documents				Nonexempt Titles	0
Search Committee	Cound County III		Inner Freundl		
Action Summary	Saved Search.	Nonexempt Titles" (282 )	tems Found)		
		← Previous 1 2	3 4 5 6 7 8 9 10	Next →	
	Title:	Title Code	EEO	Title Class	(Actions)
	Food Service Aide I	02FS100	Service Maintenance	Nonexempt	Actions
	Housekeeper	02HKW00	Service Maintenance	Nonexempt	Actions
	Medical Aide	02MLU00	Technical & Para Professional	Nonexempt	Actions
	Office Assistant	020CA00	Secretarial Clerical	Nonexempt	Actions+
	Park Control Alde	02PCU00	Service Maintenance	Nonexempt	Actions
	Food Service Alde II	03FS200	Service Maintenance	Nonexempt	Actions

- Select the appropriate Title by highlighting the radio button on the Title page
- Click "Next"

the second					
	Home Pos	itions Titles   My	/ Profile Help		
			Sherry Costello, you ha	ve 1 message. Creator	C lo
tions / / New Nonexempt Position /	Test Title / Edit	(			
		Search Titles		×	
Editing Action	Title	Search: Human Resou	rce Associate		Save Next >>
Title		Add Column: Add Colum	mn 🔹		
Position Description	Titles - Filter these results				
Supplemental Documents			Se	earch Cancel	pt Titles
Search Committee	Saved Search: "None	Titles" (202 Ho	ma (Faund)		
Action Summary	Saved Search. None	exempt Titles" (282 Iter			
		+- Previous 1 2 3	4 5 6 7 8 9 10	0 Next →	
	Title:	Title Code	EEO	Title Class	(Actions)
	Food Service Aide I	02FS100	Service Maintenance	Nonexempt	Actions
	Housekeeper	02HKW00	Service Maintenance	Nonexempt	Actions

Users can narrow the search for titles by:

- Selecting "Filter these results"
- In the popup box next to "Search" enter the title being searched
- Click "Search"
- Highlight the radio button next to the appropriate title
- Click "Next"

				* C 10
Test Title / Edit		Sherry Costello, you have 1 message.	Creator	• • •
A 1041, 33100, 17, 30301				
Position Description			Save <> Prev	Next >>
Me and a second second				
	le to applicants.			
* Required Information				
Reason for Action				
this position?	e select This field is required	d.		
Justification for Creating this Action:				
		This field	t is required.	
	<ul> <li>Check spelling          Fields with the "^" symbol are viewate     </li> <li>Required Information         Reason for Action:         Reason for Action:         Please         Are you going to post this position?         Justification for         Justification for         Please         Please      </li> </ul>	<ul> <li>Check spelling          Fields with the "^" symbol are viewable to applicants.     </li> <li>Feedured Information         Reason for Action:         Reason for Action:         Please select         This field     </li> <li>Are you going to post this position?     </li> <li>Justification for Creating this Action:</li> </ul>	<ul> <li>Check spelling </li> <li>Fields with the "^" symbol are viewable to applicants.</li> <li>* Required Information</li> <li>Reason for Action:         <ul> <li>Reason for Action:</li> <li>Please select</li> <li>This field is required.</li> </ul> </li> <li>Are you going to post this position?         <ul> <li>Please select</li> <li>This field is required.</li> </ul> </li> <li>Austification for Creating this Action:         <ul> <li>This field is required.</li> <li>This field is required.</li> </ul> </li> </ul>	<ul> <li>Check spelling          Fields with the "^" symbol are viewable to applicants.     </li> <li>Reason for Action:         Reason for Action:         Please select • This field is required.         Are you going to post this position?         Please select • This field is required.         Justification for Creating this Action:         This field is required.         This field is required.         This field is required.     </li> </ul>

- Fill in all the required fields
- Click "Next"

eTerp2		Watch List PC	SITION MANAGEMENT
	Home Positions Titles   My Profile Help		
	Sherry Costello, you ha	ave 1 message. Creator	• C log
ctions / / New Nonexempt Position / T	est Title / Edit		
Editing Action	Supplemental Documents	Save	<< Prev Next >>
🧿 Title			
Position Description	PDF conversion must be completed for the document to be valid when applicable.		
Supplemental Documents	Document Type Na	ame Status	(Actions)
Search Committee	Organizational Chart		Actions
Action Summary	Justification for Waiver (Search Waiver Actions Only)		Actions
	Optional Documentation 1 Optional Documentation 2		Actions v
	Optional Documentation 2		Actions

If the user is not attaching any Supplemental Documents, click "Next." To attach Supplemental Documents:

• Next to the document type select "Actions"



From the dropdown box, select the appropriate method to use:

- Upload New
- Create New
- Choose Existing

	Home Positions Titles   N	ly Profile Help	and the second second	
		Sherry Costello, you have 1 message.	Creator	• C logou
tions / / New Nonexempt Position /	Test Title / Edit			
- 1111 A. Al-				
Editing Action	Search Committee		Save << Prev	Next >>
<ul> <li>Title</li> </ul>				
Position Description	Search Committee			
Supplemental Documents	Add Search Committee Entry			
Search Committee	•		Save << Prev	Next >>

Only Nonexempt Positions will have the Search Committee Tab available when routing the position description. To add committee members select "Add Search Committee Entry."

Supplemental Documents	Search Committee	
Search Committee	Name	
Action Summary		
	UID:	
	Email:	
	Hispanic or Latino?	Please select 💌
	Optional Race Category (estimate):	Please select 💌
	Gender:	Please select -
	Is this person a voting member of the committee?	Please select -
	Is this person the search chair?	Please select x
	Search Chair Designee	Please select -
	Remove Entry?	
	Add Search Committee Entry	
		Save << Prev Ne

Enter the following information for each member:

- Name
- UID
- Email
- Race and Gender Information
- Committee Information

To add additional committee members select "Add Search Committee Entry." To remove a committee member check "Remove Entry" and click "Save." When finished adding all committee members click "Next."

UNIV				W	Inbox /atch List	PeopleAdmin POSITION MANAGEMENT V
jk.		Home Positions	Titles   My Profile	Help		
				Sherry Costello, you have 1 message.	Creator	• C logout
ctions /	/ New Nonexempt Position / New	Position definition / Summary			S	earch Results: Previous   Next
	New Nonexempt Position Edit Current Status: Draft Position Type: Nonexempt Department: VPAA-University Human Resources	on: Test Title (Nonexempt) Created by: Sherry Costello Owner: Sherry Costello		Take Action On Ac	tion 🔻	
	Summary History Setting	S				
	Title Edit					
	Classification Details					
	Title Code:	09HR100				

The Summary screen allows users to review all information prior to sending the action forward.

UNIY	CTCP		Inbox PeopleAdmin Watch List Position MANAGEMENT *
J.		Home Positions Titles   My Pro	file Help
			Sherry Costello, you have 1 message. Creator C logou
ctions	/ / New Nonexempt Position / New	Position definition / Summary	Search Results: Previous   Next

To move the action forward click "Take Action on Action" and select one of the following actions:

- Keep working on this Action saves the action
- Action Canceled Cancels the action
- Send to Creator 2<sup>nd</sup> review allows users to send to an additional Creator for review if necessary
- Send to Hiring Official sends the action to the Hiring Official



- In the popup box, select the name of the person to send the action to.
- Enter comments for the user selected. These comments will appear in the system-generated email the user receives.
   Comments also become part of the historical record for this action.
- Check the box to "Add the action to the watch list"
- Click "Submit" to send the action

	elerp2			Watch List	POSITION MANAGEMEN
P		Home Positions	Titles   My Profile	Help	
				Sherry Costello, you have 1 message. Creato	er 🔹 C
	New Nonexempt Position: Edit Current Status: Hiring Official	Test Title (Nonexempt)		Take Action On Action •	
	Position Type: Nonexempt Department: VPAA-University	Created by: Sherry Costello Owner: Hiring Official : Sherry			

Check for the "green" message at the top of the screen to verify the action was successfully transitioned.

isplaying items t	for group "Creator".			
ostings (10+)	Hiring Proposals (2	2) Actions (I	6)	
Job Title		Туре	Current State	Owner
Academic Prog	gram Specialist	Nonexempt	Send to Creator to Designate Posting as Filled	Creator
luman Resour	ces Supervisor	Nonexempt	Send to Creator to Designate Posting as Filled	Creator
Functional Title	e - Exempt	Exempt	Send to Creator for Hiring Proposal	Creator
Nonexempt Re	test Modify 2	Nonexempt	Send to Creator to Designate Posting as Filled	Creator
		-		
		Faculty	Send to Creator for Hiring Proposal	Creator (User not set)
	ist (7 items)			Creator (User not set)
Watch L	ist (7 items)			Creator (User not set) State Owner
Watch L Postings (4) Job Title	ist (7 items)	) Actions (	3) Current State	
Watch L Postings (+) Job Title TESTING FOR Coorindator eT	ist (7 items)	) Actions () Type	3) Current State	State Owner
Postings (+) Job Title TESTING FOR	ist (7 items) Emerg Proposals (0 R POSTING rerp2 TESTING	) Actions ( Type Nonexer	3) Current State mpt eTerp Service Center Equity Finalists Reviewed Send to Hiring Official Send to Creator to Designate Postion as	State Owner UHR Hiring Official (Sherry

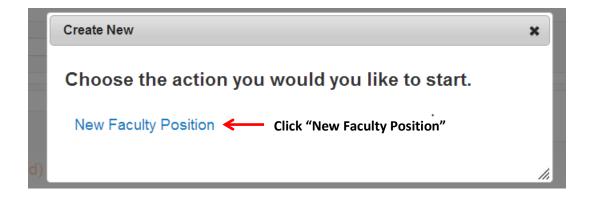
Once transitioned, the action will appear in the user's watch list, if the action was flagged when sending it forward.

The Creator will receive an email once the position has been created.

#### **Requesting a New Faculty Position**

					(Inbox Watch List	PeopleAdmin POSITION MANAGEMENT
Welcome to your O	nline Recruitment Sys	Home	Positions Titles Nonexempt Nonexempt Actions Exempt Actions Exempt Actions Faculty Faculty Actions	My Profile Help	Sherry Costello, you have 1 message. UHR	▼ C log
Lisplaying items for group "Uh Postings (6) Users (1	r.	ons (2) Restricted Lists (0)			Shortcuts Create New Nonexempt Posting Create New Exempt Posting Create New Exactly Posting Create New Hourty/GA/Pool Posting	
Job Title See more	Туре	Current State		Owner	My Links	
🛱 Watch List (4 Iter	ms)				Training Materials Salary Structures Nonexempt Job Specifications Applicant Site University Haman Resources	

- Select "Positions" to display the dropdown
- Select the position type "Faculty"



UNIVERSITY OF MARYLAND		(nbox) Watch List	PeopleAdmin POSITION MANAGEMENT *
	Home Positions Titles   My Profile Help	Sherry Costello, you have 1 message. UHR	C logo
fositions / Faculty / New Faculty Position		anneny costenio, you have in inessage.	21 C M
-			
New Faculty Position		Start Actio	Cancel
New Faculty Position	Professor		o Cancel
	Professor		Cancel
Functional Title	Professor ARHU-College of Arts & Humanities		8 Cancel

Fill in the required fields:

- Functional Title
- Division
- Department
- Click "Start Action"

eTerp?				Watch List	POSITION MANAGEMEN
CION ME				Waten List	Control Monoral Control
	Home Positions	Titles   My Profile Help			
			Sherry Costello, you	have 1 message Creator	• 0
ins / / New Faculty Position / Pi	rofessor / Edit				
Editing Action	Title				Save Next>
Title					COLUMN DESIGNATION
Position Description	Select from the titles below				
Action Summary	Titles - Filter these results				
risson ourmany			Faculty Titles	Ad hoc Se	arch (
			Facuny Triles	Ad noc Se	arcn
	Ad hoc Search				
		← Previous 1 2 3 4	Next →		
	Title:	Title Code	EEO	Title Class	(Actions
	Professor & President UMCP	9000103	Exec., Admin & Managerial	Nonexempt	Actions
	Professor & Acting VP Academic Atlans & Provost	9001310	Exec., Admin & Managerial	Faculty	Actions •
	Professor & Vice President Academic Attains & Provost	9001311	Exec., Admin & Managerial	Faculty	Actions
	Professor	9148510	Faculty	Faculty	Actions *
	Distinguished Professor	9148520	Faculty	Faculty	Actionsy
	Professor Emeritus	9148525	Faculty	Faculty	Actions
	O Adjunct Professor	9148527	Faculty	Faculty	Actions .
	O Distinguished University Professor	9148518	Faculty	Faculty	Actions
	Visiting Research Professor	9148523	Faculty	Faculty	Actions
	Alfinate Professor	9148528	Faculty	Faculty	Actions+
	Regents Professor	9148519	Faculty	Faculty	Actions
	O Professor Emerita	9148529	Faculty	Faculty	Actions
	O Distinguished Professor Emerita	9148531	Faculty	Faculty	Actions +
	Distinguished Professor Emeritus	9148532	Faculty	Faculty	Actions •
	Research Professor	9148701	Faculty	Faculty	Actions
	Distinguished University Professor Emerita	9148534	Faculty	Faculty	Actions *
		- Previous 1 2 3 4	Next		

- Select the appropriate title by highlighting the radio button
- Click "Next"

		(Inboy (Watch Lis	and the second sec
ns. / / New Faculty Position / Pro	Home Positions Titles   My Profile Help	Sherry Costello, you have 1 message. Creat	or e
Editing Action	Position Description	6	Save <> Prav Next >>
Title Position Description Action Summary	Check spelling ▼ Fields with the <sup>***</sup> symbol are viewable to applicants. <sup>*</sup> Required Information		
	Request Information         Proposed Effective         Date:         This field is required.         Requestor's Name:		
	Requestor's Email     Address:     Action Number		
	Position Details  *Position Number:  *Title Professor		

• Complete the required fields and click "Next" (to save the action click "Save")

UNIT	ersity of maryLand								Inbox Vatch List	PeopleAdmin POSITION MANAGEMENT *
		and the second	Home	Positions	Titles	My Profile	Help	Sherry Costello, you have 1 message	Creator	🔹 C logout
Actions	/ / New Paculty Position / New Position	definition / Summary						anerry Costello, you have 1 message	Creator	
	New Faculty Position: Pro Current Status: Draft Position Type: Faculty Department: ARHU-College of Arts & Humanities Summary History Settings	ofessor (Faculty) Ec Created by: Sherry Costello Owner: Sherry Costello	lit					Take Action Dn Act	tion +	
	Title Edit									
	Classification Details Title Code:	9148510								

From the "Summary" screen, verify all information is correct.

	atch List	PeopleA Posmon	MANAGEME	NT V
y Costello, you have 1 message.	Creator		•	t logout
Take Action On Act	ion +	←		-
WORKFLOW ACTIO	NS	<del>&lt;</del>		-
WORKFLOW ACTIO Keep working on Action Canceled	NS this Action	tion		1
WORKFLOW ACTIO Keep working on	NS this Action (move to Ac pecialist (m			1

Hover, over the "Take Action on Action" tab to display the dropdown box.

Select the appropriate action:

- Keep working on this Action (saves action)
- Action Cancelled (cancels action)
- Send to Faculty Specialist (sends action to Academic Affairs to create position)

Но	ome Positions Titles	My Profile Help
dit	Take Action Send to Faculty Specialist Faculty Position Specialist Comments (optional)	t)
	Submit	Cancel //

- Add any comments for the Position Specialist (becomes part of the historical record)
- Designate, if adding this action to the "Watch List"
- Click "Submit"

When a position is created by the Position Specialist, the Creator will receive an email containing the position information including the position number.

# **Modifying Existing Positions**

Only Creators have the ability to begin the action to modify an existing position. Below are the instructions for modifying an existing nonexempt, exempt, and faculty position. *If reclassifying a position across position types (i.e., nonexempt to exempt), contact the eTerp Service Center for instructions.* Remember to add the action to the "Watch List" to follow the approvals.

For nonexempt and exempt positions, users will have three tabs to navigate through Title, Position Description, and Action Summary. Nonexempt positions include one additional tab, "Search Committee," which is only to be completed, if the screening of applicants will be conducted using a search committee. The Creator will move the action forward to the Hiring Official or Creator for a 2<sup>nd</sup> Review. The initial Creator will receive email notification when the request is approved by UHR.

The request to modify an existing faculty position contains three tabs Title, Position Description, and Action Summary. The Creator will move the action forward to the "Faculty Position Specialist" in Academic Affairs or to another Creator for a 2<sup>nd</sup> Review. The initial Creator will receive email notification when the action is approved by the Faculty Position Specialist.

All required fields are indicated with an "\*"



#### Modify an Existing Nonexempt or Exempt Position

- Login under the user role "Creator"
- Access the Position Management module

Nonexempt Nonexempt Actions         Sherry Costello, you have 1 message. Creator           Exempt         Exempt Actions           Exempt Actions         Faculty           Faculty Actions         Faculty Actions		Watch List	Positions Titles	
Welcome to your Online Recruitment Sys Faculty Faculty Actions	• c		Nonexempt	
Shortcuts			Exempt Actions Faculty	Welcome to your Online Recruitment Sys
Create New Nor		Shortcuts Create New Non Create New Exe		Inbox (9 items need your attention) Displaying items for group "Creator".

- Click "Positions" to display the dropdown box
- Select the appropriate position type (In this example, a new exempt position will be created.)

	Home	Positions	Titles	My Profile	Help				
	 			Sherry Cos	tello, you have	1 message.	Creator		C logo
ositions / Exempt									
Exempt Positions							Creat	te New Positic	'n

The Exempt positions are displayed at the bottom of the screen. To search for position select "More Search Options."

Positions / Exempt		
Exempt Positions		
Open Saved Search ▼ Searc	5h:	Search
Add	Add Column	
Department:	AGNR-AES-Agriculture Experiment Station-Associate Dir. AGNR-AES-CMREC (Central MD) AGNR-AES-CMREC-BARC AGNR-AES-CMREC-Forage Research Facility	• III •
Status:	Draft Active Locked Inactive	A V
Position Number:		

• Enter the Position Number or Title and click "Search"

Open Saved Search V Sear	ch:		Search	Hide search o	options	
Add Column:	Add Column					
Department:	VPAA-Office of Budget & Fisca VPAA-Procur & Supply-Director VPAA-Public Safety VPAA-University Human Resou	r's Office	* 			
Status:	Draft Active Locked Inactive					
Position Number:	101338					
Ad hoc Search	Exempt Positions					
Ad hoc Search (1 Item Found)	Save this search?				1	Actions
Title: Functional Title: Positio	n Number Unit	Employee Last Name	Employee First Name	Status	Last Updated	(Actions)
Coordinator (None) 101338	VPAA-University			Active	March 30, 2010 at	Actions

• Click the "Title" of the position to be modified

	TY OF MARYLAND							Inbox ch List	PeopleAdmin POSITION MAN	
		Home	Positions	Titles	My Profile	Help				
					Sherry Costell	llo, you have	e 1 message.	Creator		• C loge
ositions / Exe	mpt / Coordinator for	r eTerp Service Center								
Curre Positi Depa	sition: Coordi rempt) remt Status: Active tion Type: Exempt artment: VPAA-Unive ian Resources	inator for eTerp	) Service Ce	nter		🚔 Pri	nt Preview (Er nt Preview arch Waiver idify Exempt P		/iew)	
Sum	History									

• From the Summary page select "Modify Exempt Position" (or "Modify Nonexempt Position," if applicable)

	Real Property lies in which the real property lies in the lies of					Inbox	PeopleAdmin POSITION MANAGEMENT
Cicip _					vva	tch List	POSITION MANAGEMENT &
	Home P	ositions	Titles	My Profile	Help		
				Sherry Costel	lo, you have 1 message.	Creator	• C logo
Positions / Exempt / Modify Exempt Po	sition						
Start Modify Exempt Pos	sition Action on Coo	ordinator	for eTe	rp Service C	enter?		
는 1999년 1999년 1997년 1997년 - 1997년 1999년 1997년 1997년 1997년 1997년 1997							
Once it has been started, this ac	tion will lock the position fr	om other up	dates unti	the action has a	completed.		

• Click "Start" to begin the action

U	VIVERSITY OF MARYLAND			
		Home	Positions	Titles
Action	s / / Modify Exempt Position / C	oordinator for eTerp	o Service Center	/ Edit
	Editing Action	Title		
	Title			
	Position Description	the bottom of	ew the current of the page	title informatio
0	Supplemental Documents	Selected Ti	tle	
	Action Summary			
			Classification	on Details
			Classification	n Details
				en secondo

- To change the title of the current position scroll down the page to search and view all titles.
- If not changing the title, click the orange "next" button to move to the next tab.

tles - Filter these results				
		E	xempt Titles	Ø
Saved Search: "Exempt Titl	es" (252 Item	s Found)		
← Previous 1	2 3 4 5	6 7 8 9	$Next \rightarrow$	
Title:	Title Code	EEO	Title Class	(Actions)
Assistant to the Director	9213035	Professionals	Exempt	Actions
Production Assistant	9213058	Professionals	Nonexempt	Actions
Project Assistant	9213062	Professionals	Nonexempt	Actions
Research Assistant	9213201	Professionals	Nonexempt	Actions
Administrative Assistant to the Dean	9213403	Professionals	Nonexempt	Actions
Telecommunications Systems Administrator	9311203	Professionals	Nonexempt	Actions <b>v</b>
Comptroller	9314702	Exec., Admin & Managerial	Nonexempt	Actions <b>v</b>
Assistant Comptroller	9314601	Professionals	Nonexempt	Actions
Director Administrative Services	9332024	Professionals	Nonexempt	Actions
Director Institutional Research	9332031	Exec., Admin & Managerial	Nonexempt	Actions▼
	9332056	Exec., Admin &		Actions

- If changing title, highlight the new title by clicking the radio button next to the title.
- Click the orange "next" button to move to the next tab.

<ul> <li>Title</li> </ul>		
	Mic Oberthers Ware	
Position Description	* Check spelling	
Supplemental Documents	Fields with the "^" symbol are viewable to applicants.	
Action Summary	* Required Information	
	Employee Details	
	Employee First Name	
	Employee Last Name	
	UID	
	Reason for Action	
	Reason for Action:     Please select     This field is required.	

- Complete each tab paying close attention to all the required fields
- Click "Next" to move to the next tab

		Inbox Vatch List	PeopleAdmin POSITION MANAGEMENT V
	Home Positions Titles   My Profile Help Sherry Costello, you have 1 messag	e. Creator	• C logo
ctions / / Modify Exempt Position / Co			
Editing Action	Supplemental Documents	Sav	e << Prev Next >>
<ul> <li>Title</li> <li>Position Description</li> </ul>	PDF conversion must be completed for the document to be valid when a	pplicable.	
Supplemental Documents	Document Type Nam	e Statu	s (Actions)
Action Summary	Organizational Chart Justification for Waiver (Search Waiver Actions Only) Optional Documentation 1 Optional Documentation 2		Actions v Upload New Create New Choose Existing

To add Supplemental Documents:

- Select the document type being added
- Hover, over the "Actions" button to display the dropdown box
- Select the method being used to upload the document and follow the instructions for attaching
- Select "Next" to move to the next tab

UNI	eTerp				Wa	Inbox tch List	PeopleAdm POSITION MA	1971
Z		Home Positions	Titles	My Profile	Help			
				Sherry Coste	llo, you have 1 message.	Creator		• ¢ lo
	Modify Exempt Position:	Coordinator for e	Terp		Take Action On Action	and the second se		
			Terp	1	AND AND ADDRESS AND AD	and the second se		
	Modify Exempt Position: Service Center (Exempt) Current Status: Draft	Coordinator for e	Terp		WORKFLOW ACTION	s his Action		
	Service Center (Exempt)				WORKFLOW ACTIONS	s his Action	tion	
	Service Center (Exempt) Current Status: Draft	Edit	tello	)	WORKFLOW ACTION Keep working on the Action Canceled (r	s his Action move to Act		
	Service Center (Exempt) Current Status: Draft Position Type: Exempt Department: VPAA-University	Edit Created by: Sherry Cost Owner: Sherry Costello	tello		WORKFLOW ACTIONS Keep working on th Action Canceled (r Canceled) Send to Creator (n	s his Action move to Act nove to Cre	eator -	

- From the summary page verify all information is correct
- Select "Take Action on Action" to display the dropdown menu
- Select the appropriate action

	Take Action 🗶
	Send to Hiring Official (move to Hiring Official)
1	Sherry Costello  Comments (optional)
t	
	Add this action to your watch list?
-	Add this action to your watch list?
	Submit Cancel

- Select the name of the next user to send the action to.
- Add comments for the next user if applicable.
- Check the box to add the action to the watch list.
- Click "Submit"

When the changes to the position are approved by UHR the Creator will receive an email notification.

#### Requesting a Change to an Existing Faculty Position

Wa	Inbox atch List	PeopleAdmin POSITION MANAGEMENT ▼
Help		
Sherry Costello, you have 1 message.	Creator	▼ C logout

- Login under the user role "Creator"
- Access the "Position Management" module

			(nbox) Watch List	PeopleAdmin POSITION MANAGEMENT
Home	Positions Titles Nonexempt Nonexempt Actions Exempt	My Profile Sherry Costel	Help Io, you have 1 message. Creator	▼ Ĉ logo
Welcome to your Online Recruitment Sys	Exempt Actions			
Inbox (10 items need your attention) Displaying items for group "Creator".     Postings (6)   Hiring Proposals (0)   Actions (4)			Create New Ex Create New Fa	
Job Title Type Current St See more	tate	Owner	My Links	

- Select "Positions" to display the dropdown
- Select "Faculty"

				Home	Positio	ons T	itles	My Pr	ofile Help				-
								Sherry	Costello, you have	1 message.	Crea	tor	• ¢ lo
Posit	tions / Faculty												
F	Faculty P	ositions										Create New F	Position
	Open Saved	I Search 🔻	Search:						Search	More sea	arch opt	ions	
	Ad hoc Searcl	n	Facu	Ity Positions		0							
	Saved	Search: "Fac	ulty Positio	ns" (8521	Items F	ound)						1	Actions
			← Prev	rious 1 2	3 4	5 6	7 8	9	284 285	$\text{Next} \rightarrow$			
-	Title	Functional Title	Title Code:	Position Number	Emplo Name	oyee First	Emplo Name	yee Last	Unit	Si	atus	Last Updated	(Actions)
1	Professor	(None)	9148510	103893					ARHU-Art History &	A/	tive	August 12, 2012	Actions <b>v</b>

Listings of the Faculty positions appear at the bottom of the screen.

Open Saved Search ¥	Search:	Search More search options
Ad hoc Search	Faculty Positions	

To narrow the search, click "More Search Options"

Faculty Positions				C
Open Saved Search ▼ Search:			Search	Hide search options
Add Column	Add Column			
Department	AGNR-AES-Agriculture Experiment Station-Associate Dir. AGNR-AES-CMREC (Central MD) AGNR-AES-CMREC-BARC AGNR-AES-CMREC-Forage Research Facility	•		
Status	Locked	*		
Position Number:	Inactive 245678	~		

Search by any of the following fields:

- Department
- Status
- Position Number
- When done click "Search"

Faculty Positions				Cr	eate New Position
Open Saved Search ¥	Search:	Sea	arch Hide	e search options	
	Add Column:	Add Column			
	Department:	AGNR-AES-Agriculture Experiment Station-Associate Dir. AGNR-AES-CMREC (Central MD) AGNR-AES-CMREC-BARC AGNR-AES-CMREC-Forage Research Facility			
	Status:	Draft Active Locked Inactive -			
Pos	ition Number:	245678			
Addres Occurs	0.5				
Ad hoc Search	S Fa	ulty Positions			
Ad hoc Search (1 Item	Found) Sav	e this search?			Actions
Functional Title	Title Code:	Position Number Employee First Name Employee Last Name	Unit	Last Status	
Title					

• Click the "Title" to access the position

ositions / Faculty / Professor	Sherry Costello, you have 1 message. Creator • C lo
Position: Professor (Faculty) Current Status: Active Position Type: Faculty Department: ARHU-School of Music	<ul> <li>Print Preview (Employee View)</li> <li>Print Preview</li> <li>Search Waiver</li> <li>Request Change to Existing Faculty Position</li> </ul>
Summary History	
Classification Details	

• From the summary page select "Request Change to Existing Faculty Position"

Start Request Change to Existing Faculty Position Action on Professor? Once it has been started, this action will lock the position from other updates until the action has completed. Start

• Click "Start" to begin the action

		(Inbox) Watch List							
	Home Positions Titles	My Profile Help							
		Sherry Costello, you have 1 message. Creator	• C logou						
ctions / / Request Change to Existi	ng Faculty Position / Professor / Edit								
2									
Editing Action	Title		Save Next >>						
Title	Please review the current title information, if you wish to change the title, you must select from the title list at the bottom of the page Selected Title								
Position Description									
Action Summary									
	Classification Details	Classification Details							
	Classification Details								
	Title Code:	9148510							

If not changing the current title, click "Next."

Assistant Executive Vice President	9003702	Exec., Admin &	Faculty	Actions
	9003702	Managerial	Faculty	
<ul> <li>Acting Administrative Dean</li> </ul>	9008402	Exec., Admin &	Faculty	Actions
Acting Administrative Dean	9006402	Managerial	Faculty	
Professor & Acting Assistant Vice President	9003704	Exec., Admin &	Faculty	Actions
Frolesson & Acting Assistant vice Fresident	9003704	Managerial	Faculty	
Administrative Dean	9008401	Exec., Admin &	Faculty	Actions
Auministrative Dean	9008401	Managerial	Faculty	
Assistant Vice President Institutional Advisory	9003703	Exec., Admin &	Faculty	Actions
	9003703	Managerial	Faculty	
Dean	9008503	Exec., Admin &	Nonexempt	Actions
	9008303	Managerial	Nonexempt	
Associate Professor & Acting Chair	9123504	Faculty	Faculty	Actions <b>▼</b>
Provost	9005001	Exec., Admin &	Feedba	Actions <b>▼</b>
Provost	9005001	Managerial	Faculty	
Active Used Associate Drefferer	9123501	Exec., Admin &	Feedba	Actions <b>▼</b>
Acting Head Associate Proffesor	9123501	Managerial	Faculty	
Associate Professor & Area Chair	9123702	Faculty	Faculty	Actions
← Previous 1 2	2 3 4 5 6	7 8 9	Next →	
			Save	Next >>

If changing the titles, scroll to the bottom of the page:

- Highlight the radio button next to the appropriate title
- Click "Next"

		Sherry Costello, you have 1 message.	Creator	• C logou
tions / / Request Change to Existin	ng Faculty Position / Professor / Edit			
Editing Action	Position Descriptio	n	Save << Prev	Next >>
<ul> <li>Title</li> </ul>	ANC			
Position Description	Check spelling			
Action Summary	Fields with the "^" symbol a	are viewable to applicants.		
	* Required Information			
	Request Information			
	Proposed Effective Date:	07/31/2013		
	Requestor's Name:	Jennifer Zachmann		
	Requestor's Email Address:	jenzach@umd.edu		
	Action Number			

- Fill in all the required fields
- Click "Next" to advance to the next tab

Note: If moving the position from one department to another, type the new department name in the box.

UNI	eTerp				Wa	Contract of	DIEAdmin
1		Home Positions	Titles	My Profile	Help		
				Sherry Coste	llo, you have 1 message.	Creator	• C logo
- Cuons	/ / Request Change to Existing Faculty Request Change to Existi				Take Action On Acti	Contair prise	
			ion:	]	Take Action On Acti WORKFLOW ACTION Keep working on t Action Canceled ( Canceled) Send to the Facult Specialist (move t Specialist)	s his Action move to Action y Position	

- From the summary screen select "Take Action on Action" to display the dropdown menu
- Select "Send to the Faculty Position Specialist" to move the action forward
- Select "Keep Working on this Action" to save information and exit or "Action Canceled" to cancel the action

When the position has been modified, the Creator will receive an email notification.

## **Searching for Positions**

To search for positions or to see a listing of all positions by position type, follow the instructions below.

Access eTerp2 at: <u>www.eterp.umd.edu</u>

Universit College F	y of Maryland <sup>P</sup> ark
Username Password	
	Login

• Login using directory ID and Password

	Inbox	<b>People</b> Admin
Wate	ch List	POSITION MANAGEMENT
message.	Creator	- C logout

- Verify this is the Position Management side of eTerp2
- Verify user role (Search Chair/Designee and Committee Members cannot view the listing of positions)

<b>e</b> Terp2					Watch List	POSITION MANAGEMEN
	Home	Positions Titles	My Profile	Help		
		Nonexempt Nonexempt Actions	Sherry Coste	llo, you have 1	message. Creator	• (C)
		Exempt				
Welcome to your Onl	line Recruitment Sys	Exempt Actions Faculty				
		Faculty Actions				
	d your attention)				Shortcuts	
Inbox (10 items nee Displaying items for group "Cre Postings (6) Hiring Prop	eator".				Create New No Create New Ex Create New Fa	

- Click "Positions" to display the drop down box
- Select the Position Type

			Home	Positions T	itles   My Pro	file Help			
					Sherry	Costello, you have	1 message.	Creator	• ¢
si	tions / Exempt								
E	Exempt Positi	ons						Create N	New Position
	Open Saved Search	• Searc	h:			Search	More searc	ch options	
-	Ad hoc Search	٥	Exempt Positions	51					
	Ad hoc Search (3	3 Items Found	) Save this search	2					Actions
				← Previous	1 2 Next -				
	Title: Fur	ctional Title:	Position Number	Unit	Employee Last Name	Employee First Name	Status	Last Updated	(Actions)

- Scroll down the page to view all the Positions
- Click "Next" or the "Number" to move to the next page

	Create New Position
Search	More search options

• To narrow the search by Position Number or Department, click "More search options"

	Home	Positions	Titles	My Pro	ofile	Help		
				Sherry	Costell	o, you have 1 message	Creator	• C
ositions / Exempt								
Exempt Positions								Create New Position
Open Saved Search ▼ Sea	rch:					Search Hide se	arch options	
Add Column:	Add Column							•
Department:	AGNR-AES-Agricult AGNR-AES-CMRE AGNR-AES-CMRE AGNR-AES-CMRE	C (Central MD) C-BARC		ciate Dir.	*	•		
Status:	Draft Active Locked Inactive				* *			
Position Number:	123456							

- Enter Position Number or select Department
- Click "Search"
- To hide the search fields click "Hide Search Options"

# **Searching for Actions**

Users also have the ability to search for any actions that are approved, canceled, or in progress in the system. Follow the instructions below to search for actions.

Access eTerp2 at: eterp.umd.edu

University College F	y of Maryland Park
Username Password	
	Login

• Login using directory ID and Password

Inbo	x	<b>People</b> Admin
Watch Li	st	POSITION MANAGEMENT
message. Cre	ator	- C logout

- Verify this is the Position Management side of eTerp2
- Verify user role

			(Inbox) Watch List	PeopleAdmin POSITION MANAGEMENT
Home	Positions Titles	My Profile	Help	
	Nonexempt Nonexempt Actions Exempt	Sherry Coste	llo, you have 1 message. Creator	• C log
Welcome to your Online Recruitment Sys	Exempt Actions			
Inbox (10 items need your attention)			Shortcuts	
Displaying items for group "Creator". Postings (6) Hiring Proposals (0) Actions (4)			Create New Exe Create New Fac	
Job Title Type Current S	itate	Owner		
See more			My Links	

- Click "Positions" to display the dropdown box
- Select the Position Type Actions (e.g. Nonexempt Actions)

	exempt								
Nonexe	empt /	Actions							
Open S	Saved Sear	ch ▼ Sea	irch:			Search	More search optio	ns	
Nonexem	pt Action	s 0							
			npt Actions" (97 Iter	ms Found)					Actions
				no roana,					
				Previous 1 2	3 4	$Next \rightarrow$			
Functional Title:	^Title	Action Workflow State			3 4 Position Number	Next →	Employee Last Name	Last Updated	(Actions)
	^Tītle	Action	 ←	Previous 1 2	Position			Last Updated November 12, 2012 at 03:48 pm	
Title:	^ Title	Action Workflow State	Action Name Modify Nonexempt Position: Unnamed	Previous 1 2 Action Number Non	Position Number	Unit	Name	November 12, 2012 at 03:48	(Actions)

Scroll down the page to view the complete listing of all positions

← Previous	12	3	4	Next $\rightarrow$
$\leftarrow$ Previous		3	4	Next →

Click "Next" or the "page number" to view the next page of actions.

UNIVERSITY OF MARYLAND	<b>Market</b>						Wa	Inbox tch List	PeopleAdmin POSITION MANAGE	MENT •
		Home	Positions	Titles	My Profile	Help				
					Sherry Costel	llo, you have 1	message.	Creator	•	C log
tions / Nonexempt										
Open Saved Search ¥	Search:				]	Search	More sea	irch options	<i>←</i>	
Nonexempt Actions	0									
	onexempt Ac	tions" (97	7 Items Found	d)					Action	IS
Saved Search: " N										

To narrow the search by Position Number or Workflow State:

• Click "More search options"

A	ctions / Nonexempt				
	Nonexempt Actions				
	Open Saved Search V	ch:	Search	Hide search options	
	Add Column:	Add Column		•	
	Department:	AGNR-AES-Agriculture Experiment Station-Associate Dir. AGNR-AES-CMREC (Central MD) AGNR-AES-CMREC-BARC AGNR-AES-CMREC-Forage Research Facility			
		Draft (Nonexempt New Nonexempt Position Workflow) Draft (Non Exempt Search Waiver Workflow) Creator (Non Exempt Search Waiver Workflow) Creator (Nonexempt New Nonexempt Position Workflow)			
	Position Number:				

Narrow the search by selecting or entering:

- Department
- Workflow State Position Number

After entering all or any of the above, click "Search." To hide the search option fields click "Hide Search Options."

To select more than one Dept. or Workflow State hold the Shift key and highlight all the fields to be searched. To remove highlighted fields hold the Ctrl key and click on the highlighted field.

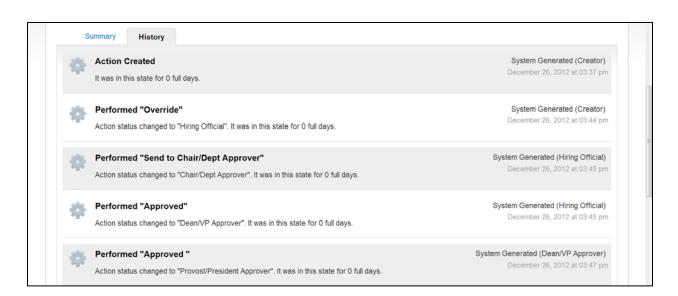
	Add Column:	Add Column						•
	Department: A	GNR-AES-Agriculture I GNR-AES-CMREC (C GNR-AES-CMREC-B/ GNR-AES-CMREC-Fo	entral MD) ARC		Dir.			
	Workflow U State: U	ction Canceled (Non E HR Director (Nonexem HR Analyst (Nonexem lew Position Descriptio	pt New None pt Modify Nor	xempt Position \ nexempt Position	Workflov Workfl			
	Position Number: 12	233312						
Ad hoc Search	8	Nonexempt Actions						
Ad hoc Search	(1 Item Found) s	Save this search?						Actions
Functional Title: ^Title	Position Request Workflow State	Position Request Name	Action Number	Position Number	Unit	Employee Last Name	Last Updated	(Actions)
Functional Title1	New Position	New Nonexempt Position: Functional	N00001	1233312	AGNR-AES-Agriculture Experiment Station-		December 26, 2012 at 03:49	Actions <b>v</b>

To view the details of the action click "Title"

(No	w Nonexempt Position nexempt) ant Status: New Position Descript		
Depa Agric	ion Type: Nonexempt rtment: AGNR-AES- culture Experiment Station- iciate Dir.	Created by: Karen McDonald Owner: UHR	
Sumr	mary History		
c	Title		
	Classification Details		
	Title Code:	TitleCode1	
	^Title:	Title 1	
	EEO:	Exec., Admin & Managerial	
	Title Class:	Exempt	

Scroll down the screen to view the position summary

When done return to the listing of actions by using the back button or accessing the "Positions" tab at the top of the screen.



To view the history of the action, click "History." To exit the screen, use the back button or select "Positions" from the top of the page.

# Postings

Postings are created by the Creator for all position types including Hourly/GA/Pooled from the Applicant Tracking module or by selecting the posting type under the "Shortcuts" box. The Creator will enter all necessary information and send forward for approval or to the eTerp Service Center for posting. No changes can be made to the existing position descriptions. The workflow and tabs vary depending upon the position type with the final step being the eTerp Service Center for posting. **Nonexempt and Exempt Regular or Contingent II postings should only be created after UHR has approved the action for the position (i.e. create a new position, modify, request target hiring range, etc.).** 

Nonexempt postings have the following tabs to view/complete:

- Position Information
- Posting Details
- Search Committee (if applicable)
- Supplemental Documents
- Summary

Exempt Postings have the following tabs to view/complete:

- Position Information
- Search and Selection Plan
- Search Committee
- Applicant Documents
- Supplemental Documents
- Summary

Faculty postings are also created by the Creator. Any changes to the position should first be routed as an action to the Faculty Position Specialist. Faculty Postings have the following tabs to view/complete:

- Position Information
- Search and Selection Plan
- Search Committee
- Applicant Documents
- Supplemental Documents
- Summary

Below are the instructions for creating a new nonexempt, exempt, and faculty position.

# **Creating a New Posting**

From an Existing Nonexempt Position

University College F	y of Maryland Park
Username Password	
	Login

• Login using directory ID and Password

	Inbox	PeopleAdmin
Wat	tch List	APPLICANT TRACKING
sage.	Creator	- C logout

- Verify this is the Applicant Tracking side of eTerp2
- Verify logged in as a "Creator"

T. A	MARYLAND				oleAdmin
eTerp				Watch List APPLI	ICANT TRACKING
		Home Postings Hing P	roposals   My Profile	Help	
		Nonexempt	Sherry Costello, you ha	ve 1 message. Creator	• ¢
		Exempt			100 (00)
		Faculty			
		Hourly/GA/Pool			
Welcome to	your Online Rec				
	your Online Rec	ruitment system		Shortcuts	
🚣 Inbox (1		ruitment system		Create New Nonexempt P Create New Exempt Post	ting
🚣 Inbox (1	10 items need your atte	ruitment system		Create New Nonexempt F	ting ting
Displaying items	10 items need your atte	ruitment System	Owner	Create New Nonexempt R Create New Exempt Post Create New Faculty Post	ting ting

Begin the posting by selecting the position type under "Postings" or from the "Shortcuts" box.

			Inbox Peo	opleAdmin
		Wa	tch List API	PLICANT TRACKING
gs Hiring Proposals	My Profile	Help		
	Sherry Costello, yo	u have 1 message.	Creator	• C k
			Court	te New Posting
		•	Crea	te new Posting
	Ser	arch Hide sea	rch options	
iter	, E			
Posting	•			
Iture Experiment Station-Ass	ociate Dir.			

If the posting began by selecting the position type, under the Positions drop down box click:

• Create New Posting

Create New	×
What would you like to posting?	use to create this new
Create from Position Type	
Includes only the information that Posting from a Position Type is a	applies across the entire Position Type. A new Imost completely blank.
Create from Position	
	from a position.

### Select "Create from Position"

Open Saved Search V	Search: Search Hide search options
	Add Column
c	AGNR-AES-Agriculture Experiment Station-Associate Dir. AGNR-AES-CMREC (Central MD) AGNR-AES-CMREC-BARC AGNR-AES-CMREC-Forage Research Facility
	Status: Draft Active Locked Inactive Locked
	Position Number:
Ad hoc Search	Nonexempt Positions

Scroll down the page to view all the Nonexempt positions. Narrow the search by selecting or entering the Department, Status, or Position Number.

	c	Add olumn:	Add Column	1				
	Depar	tment:	VPAA-Proce VPAA-Public	e of Budget & Fiscal Analysis Ir & Supply-Director's Office c Safety Irsity Human Resources		* 31		
	1	Status:	Draft Active Locked Inactive					
	P	osition umber:	TESTING2-	2				
Ad hoc Se	arch	0	Nonexem	ot Positions				
Ad hoc	Search (1 Item Fo	ound)	Save this se	earch?				
Title:	Functional Title:	Posit		Unit	Status	Are you going to post this position?	Last Updated	(Actions)
Food Service	TESTING FOR	COLUMN STATE	ING2-2	VPAA-University Human	Active	Yes		Actions v

To access the position being posted click "Title"

Position: TESTING FOR POSTING (Nonexemp Current Status: Active Position Type: Nonexempt Department: VPAA-University Human Resources	t) Create Posting from this Position A Print Preview (Employee View) Print Preview Modify Nonexempt Position ★ Search Waiver
Summary History	
<ul> <li>Employee Details         <ul> <li>No user is currently seated in this position .</li> </ul> </li> <li>Title</li> </ul>	
Classification Details	

View the position summary by scrolling down the page or begin creating the posting by selecting:

• Create Posting from this Position

ostings / None)	cempt / New Posting	
	New Posting	Create New Posting Cancel
	* Required Information	
	^Functional Title:	TESTING FOR POSTING
	Organizational Unit	
	Division *	Default Division
	Department *	VPAA-University Human Resources
	Online Applications	
	Accept online applications?	

Enter the required information and click:

• Create New Posting

	Home Postings Hirit	ng Proposals   My Profile Help	
		Sherry Costello, you have 1 message. Creator	• C logo
ostings / Nonexempt / TESTING FOR POS	TING (Draft) / Edit: Position Informa	tion	
	2		
Editing Posting	Position Informatio	n	Save Next >>
Position Information			
Posting Details	Check spelling 💌		
Search Committee	Fields with the "^" symbol a	are viewable to applicants.	
Supplemental Documents	Position Details		
Summary	UHR Approval Date	01/16/2013	
	^Title	Food Service Aide I	
	<b>^Functional Title:</b>	TESTING FOR POSTING	
	Title Code:	02FS100	
	Pay Range/Band:		
	*Position Number:	TESTING2-2	

The Position Information tab displays the approved position details. Click "Next" to move to the next tab.

stings / Nonexempt / nonexempt testing 2/1         Editing Posting         Position Information	(Draft) / Edit: Posting Details Posting Details		Save << Prev	C log
Position Information	Posting Details		Save << Prev	Next >>
	AND THE REAL PROPERTY OF A DESCRIPTION OF A			
Posting Details	Scheck spelling 💌			
Search Committee	Posting Details			
Supplemental Documents	Is this an internal	No ·		
Summary	search?			
	Hiring Official:	Sherry Costello, Sherry Costello		
	*Posting Date:	02/19/2013		
	<b>^Closing Date:</b>	02/28/2013		

Posting Details is where the posting, closing date, and any special posting or advertising instructions for UHR is entered.

	Home Postings Hirin	<b>g Proposals  </b> My Profile Help		
		Sherry Costello, you have 1 message.	Creator	• Ċ logou
stings / Nonexempt / nonexempt testing	2/1 (Draft) / Edit: Search Committee			
Editing Posting	Search Committee		Save << Prev	Next >>
Position Information				
Posting Details	Search Committee			
Search Committee	Name:	Sherry Costello		
Supplemental Documents	UID:			
Summary	Email:			
	Hispanic or Latino?	No		
	Optional Race Category (estimate):	American Indian or Alaska Native		

The Search Committee tab is view only, for Nonexempt positions this was completed in the original action.

		Sherry Costello	o, you have 1 message.	Creator	• ¢
stings / Nonexempt / nonexempt testing 2	/1 (Draft) / Edit: Supplemental Docume	nts			
Editing Posting	Supplemental Docume	ents		Save << Prev	/ Next >>
Position Information	On this tab, you may attach and	view documents.			
Posting Details					
Search Committee	PDF conversion must be compl	eted for the document t	to be valid when appl	icable.	
Supplemental Documents	Document Type	Name	Status		(Actions)
Summary	Advertising Text				Actions
Summary	Minutes				Actions
	Optional Document 1				Actions
	Optional Document 2				Actions
	Optional Document 2				

To add Supplemental Documents such as Advertising text etc., click the "Actions" tab to display the drop down box.

ome Postings Hiri	ng Proposals   My Profi	le Help		
	Sherry Costello	, you have 1 message. C	reator	• C log
raft) / Edit: Supplemental Do	cuments			
Supplemental Doc	uments		Save << Prev	V Next >>
On this tab, you may attacl	and view documents.			
On this tab, you may attacl	and view documents.			
	n and view documents. ompleted for the document t	o be valid when applica	able.	
		o be valid when applica Status	ible.	(Actions)
PDF conversion must be c	ompleted for the document t		ible.	(Actions) Actions •
PDF conversion must be c Document Type	ompleted for the document t		able. Upload Ne	Actions
PDF conversion must be c Document Type Advertising Text	ompleted for the document t		Upload Ne Create Ne	Actions v
PDF conversion must be o Document Type Advertising Text Minutes	ompleted for the document t		Upload Ne	Actions v

Select the method used to upload the document:

- Upload New
- Create New
- Choose Existing

Follow the instructions on the screen to attach and confirm the document(s)

Posting: nonexempt tes Current Status: Draft Position Type: Nonexempt Department: VPAA-University Human Resources	Created by: Sherry Costello Owner: Sherry Costello	Take Action On Posting ▼         ★       See how Posting looks to Applicant         ▲       Print Preview (Applicant View)         ▲       Print Preview
Summary History Setting	gs Hiring Proposals Associated Position	
Please review the details of th	e posting carefully before continuing.	
may add a Comment to the po		the orange "Take Action on this Posting" button. You <b>.ist</b> . in the popup box that appears. When you are
Posting Page to Edit. If a see		nmary Section. This will take you directly to the int, you will need to review this section and make
Position Information	Edit	

The Summary page allows users to view all the tabs from one page. If any required fields are omitted, they will be indicated on this page. To move the posting forward select:

• Take Action on Posting

Posting: nonexempt tes Current Status: Draft	ting 2/1 (Nonexempt) Edit	Take Action On Posting  WORKFLOW ACTIONS
Position Type: Nonexempt Department: VPAA-University Human Resources	Created by: Sherry Costello Owner: Sherry Costello	Keep working on this Posting Send to eTerp Service Center for Posting (move to eTerp Service Center)
Summary History Setting:	Hiring Proposals Associated Position	

To move the posting forward select:

• Send to eTerp Service Center for Posting

To save the information and move forward later select:

• Keep working on this Posting

Take Action		×		
Send to eTerp Service Center for Posting (move to eTerp Service Center)				
Comments (optional)				
Add this posting to	your watch l	iet2		
	your watern	151 ?		
	Submit	Cancel		

- Enter any comments for the eTerp Service Center
- Check the box to Add the Posting to the Watch List
- Click "Submit"

The Creator will receive email notification when the position has posted

### From an Existing Exempt or Faculty Position

Universit College F	y of Maryland <sup>S</sup> ark
Username Password	
	Login

• Login using directory ID and Password

- Verify this is the Applicant Tracking side of eTerp2
- Verify the user role is selected as a "Creator"

Inbox	<b>People</b> Admin	
h List	APPLICANT TRACKING	
Creator	• ¢	logout
	h List	h List APPLICANT TRACKING

eTerp2			Inbox	PeopleAdmin
- Although Street Stree			Watch List	APPLICANT TRACKING
	Home Postings Hinag Pro		Help	
	Exempt	Sherry Costello, you ha	ve 1 message. Creator	• C logo
	Faculty			
	100 C			
	Hourly/GA/Pool			
Welcome to your Online Re	cruitment System			
Welcome to your ommerve	or an inclusion of stern			
	diambien)		Shortcuts	
Inbox (10 items need your a	ittention)			exempt Posting
Libox (10 items need your a Displaying items for group "Creator".	ittention)	(	Shortcuts Create New None Create New Exer	
Displaying items for group "Creator".		(	Create New None Create New Exer Create New Fact	npt Posting ity Posting
	Actions (4)	(	Create New None Create New Exer Create New Fact	npt Posting
Displaying items for group "Creator".		Owner	Create New None Create New Exer Create New Fact	npt Posting Ity Posting

• Begin the posting by selecting the position type under "Postings" or from the "Shortcuts" box.

Help					
u have 1 messa	ge.	Creator		• ¢	log
		-	Create N	ew Posting	
arch Hide	sear	ch options			

If the posting began by selecting the position type, under the Positions drop down box click:

Create New Posting

Create New X	
What would you like to use to create this new posting?	
Create from Position Type Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.	Select "Create from Position
Create from Position Copies in most of the information from a position.	

Open Saved Search  Sea	ch: Search Hide search options	
Open Saved Search V Sear	Concernent and the search options	
Add Column:	Add Column	
Department:	AGNR-AES-Agriculture Experiment Station-Associate Dir. AGNR-AES-CMREC (Central MD) AGNR-AES-CMREC-BARC AGNR-AES-CMREC-Forage Research Facility	
Status:	Draft Active Locked Inactive -	
Position Number:		
Ad hoc Search	Exempt Positions	

• Scroll down the page to view all the Exempt positions. Narrow the search by selecting or entering the Department, Status, or Position Number.

Open Saved Search V	Sear	sh:			Search	Hide search	options	
	Add Column:	Add Co	lumn					•
De	partment:	VPAA-P VPAA-P	ffice of Budget & I rocur & Supply-Dir ublic Safety niversity Human R	ector's Office	* 			
	Status:	Draft Active Locked Inactive						
	Position Number:	101357						
Ad hoc Search	0	Exemp	t Positions					
Ad hoc Search (1 Item								
Title: Functional Title:	Position N	umber	Unit	Employee Last Name	Employee First Name	Status	Last Updated	(Actions)
Systems Analyst (None)	101357		VPAA-University Resources	Human		Active	March 30, 2010 at 03:34 pm	Actions

• To access the position being posted click "Title"

Position: Business Manager for eTerp (Exempt) Current Status: Active Position Type: Exempt Department: VPAA-University Human Resources	<ul> <li>Create Posting from this Position</li> <li>Print Preview (Employee View)</li> <li>Print Preview</li> <li>Search Waiver</li> <li>Modify Exempt Position</li> </ul>	
--	--	--

View the position summary by scrolling down the page or begin creating the posting by selecting:

• Create Posting from this Position

New Posting	Create New Posting Cancel
* Required Information *Functional Title:	
	Business Manager for eTerp
Organizational Unit Division *	Default Division
Department *	VPAA-University Human Resources
	Create New Posting Cancel

Fill in all required fields and click:

• Create New Posting

	Home Postings I	Hiring Proposals   My Profile Help
		Sherry Costello, you have 1 message. Creator
stings / Exempt / Business Manager for	eTerp (Draft) / Edit: Position Inf	ormation
-		
Editing Posting	Position Informa	tion Save Next>>
Position Information	Cielde with the NAR areas	al are viewable to employeete
Search and Selection Plan	Fields with the "" symt	ool are viewable to applicants.
Search Committee	Position Information	
Applicant Documents:	^Title:	Business Manager
Online References	<b>^Functional Title:</b>	Business Manager for eTerp
Supplemental Documents	Title Code:	9359005
Summary	Pay Band	1
	*Position Number:	
	^Applicant Search Category:	Staff
	ACategory Status	33-Evennt Regular

The Position Information screen displays the position details from the approved action and cannot be edited.

• Click "Next" to move to the next tab.

Editing Posting	Search and Selection	on Plan	Save <> Prev	Next >>
Position Information	Check spelling			
Search and Selection Plan				
Search Committee	* Required Information			
Applicant Documents:	Posting Details			
Online References	Is this an Internal	This field is required.		
Supplemental Documents	Search?	(Open to Campus or Dept. Employees Only)		
Summary	*Posting Date:			
	<b>^Closing Date:</b>			
	Best Consideration Date			
	Open Until Filled	8		
	Advertising Efforts:			

The Search and Selection (S&S) Plan contains posting information including the Open and Closing dates. The S&S Plan must be routed to the Search Chair prior to posting. After entering all required information:

• Click "Next" to move to the next tab.

arch Committee	Save << Prev Next >>
arch Committee	
	earch Committee

The Search Committee tab must be completed prior to posting. This tab can be completed by the Creator or the Search Chair. To add the members of the Search Committee and to designate the Search Chair and Search Designee:

• Click "Add Search Committee Entry"

Search Committee		Save <> Prev Next >>
<sup>₩</sup> Check spelling ▼		
Search Committee		
Name:		
UID:		
Email:		
Hispanic or Latino?	Please select -	
Optional Race Category (estimate):	Please select	
Gender:	Please select -	
Is this person a voting member of the committee?	Please select -	
Is this person the search chair?	Please select -	

• Fill in the information for each Committee Member as applicable

Is this person the Search Coordinator?	Please select •
Remove Entry?	
Add Search Committee Entry	
	Save << Prev Next >>

To add a new member click

- Add Search Committee Entry
- Click "Next" when all members have been added to move to the next screen

To remove a member check:

• "Remove Entry" and click "Save"

Editing Posting	Temp Faculty Appo	intments	Save <> Prev Next >>
Position Information	A87		
Search and Selection Plan	Check spelling 💌		
Temp Faculty Appointment		pleted if you have already received a Temporary S e President for the upcoming fiscal year. Please no	
Search Committee	ID number should only be us	sed for the non-tenured faculty titles listed on the fo	rm you submitted to the Office
Applicants Documents	of the President. If you have	any questions, please call x50805 or email jess200	us@uma.eau.
Online References	Temp Faculty Appointme	nts	
Supplemental Documents	Is this temporary	·	
Summary	appointment covered under an existing temporary search ID number?	(Note: If you do not have a temporary search ID# con x50805)?	tact University Equity at
	If yes please enter the temporary search ID #:	(If you are posting a position after July 1, 2012, your to be of the format "13xxxx.")	Temporary ID number should
			Save << Prev Next >>

Faculty postings will have one additional tab "Temp Faculty Appointments," which should only be completed if the posting is a position being filled under the temporary search ID number.

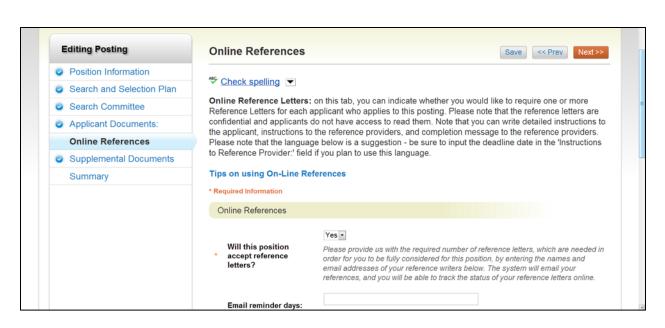
Editing Posting	Applicant Documents: Save <pre>Save</pre>		
Position Information	Applicant documents can be included in the a	pplication proc	ess.
Search and Selection Plan	Selecting Included will make the document(s)	optional.	
Search Committee		13 • • 19 • 19 19 19 19 19 19 19 19 19 19 19 19 19	andstan to complete during the application
Applicant Documents:	Selecting Included and Required makes the d process.	ocument(s) ma	andatory to complete during the application
Online References	Order Name	Included?	Required?
Supplemental Documents			
Summary	1 Resume	10	B
	2 Cover Letter	10	0
	3 Curriculum Vitae		8
	4 Research (Examples: Research	8	8

The Applicant Documents tab is where it indicates what application materials will be required or optional when applying. Users can indicate in which order the documents will open when viewing as a committee member (i.e. Cover Letter, Resume, or List of References, etc.).

- To select the required applicant documents place a check in **both** the Included Box and the Required Box next to the name of the document type
   Warning: if "required" is checked, but "included" is unchecked the document will not be included
- To select optional documents place a check in only the "Included" box next to the name of document type
- To indicate the order in which to view applicant documents place the number 1, for the first document to be viewed, 2 for the next, etc.
- Click "Save" when done

Applic	ant Documents:		Save <- Prev Nex				
Applicar	Applicant documents can be included in the application process.						
Selectin	g Included will make the document(s)	optional.					
Selectin process		ocument(s) ma	andatory to complete during the application				
Order	Name	Included?	Required?				
1	Cover Letter	V	$\mathbb{Z}$				
2	Resume	V					
3	List Of References	V	×.				
4	Curriculum Vitae						

In this example, the required documents are a Cover Letter, Resume, and a List of References. When committee members review the application material, they will open in the following order, Cover Letter, Resume, and List of References. Note, the Curriculum Vitae is not checked as included or required and will not appear as part of the applicant documents.



Online References tab should only be completed, if using this feature.

Editing Posting	Supplemental Docum	ents		Save << Pre	Next >>
Position Information	On this tab, you may attach and	d view documents.			
Search and Selection Plan					
Search Committee	PDF conversion must be completed for the document to be valid when applicable.				
Applicant Documents:	Document Type	Name	Status		(Actions)
Online References	Advertising Text				Actions
	Minutes				Actions •
Supplemental Documents	Optional Document 1				Actions
Summary	Optional Document 2				Actions
	Optional Document 3				Actions

To add Supplemental Documents such as Advertising text etc., click the "Actions" tab to display the dropdown box.

	ts		Select the method being used to upload the document:
Supplemental Document	S	Save << Prev Next >>	<ul> <li>Upload New</li> </ul>
On this tab, you may attach and vie PDF conversion must be completed	w documents. d for the document to be valid when	applicable.	<ul><li>Create New</li><li>Choose Existing</li></ul>
Document Type	Name Status	(Actions)	Follow the instructions on the screen
Advertising Text		Actions	to attach and confirm the document(s
Minutes		Upload New	
Optional Document 1		Create New	
Optional Document 2		Choose Existing	
Optional Document 3		Actions	
Position Type: Exempt Department: VPAA-Uni Human Resources Summary History		tello 🚔 Pr	int Preview (Applicant View) Int Preview
To take the action, may add a Comm ready to submit yo To edit the posting	ent to the posting and also add this our posting, click on the <b>Submit</b> but g, click on the <b>Edit</b> link next to the <b>S</b> <b>Edit</b> . If a section has an orange icon	Action by hovering over the orange "Take posting to your Watch List. in the popup I ton on the popup box. ection Name in the Summary Section. To with an exclamation point, you will need to	box that appears. When you are this will take you directly to the
	tions before moving to the next step	in the worknow.	
necessary correct	ormation Edit		

The Summary page allows users to view all the tabs from one page. If the user has left any required fields out, it will be indicated on this page. To move the posting forward select:

Take Action	On Pos	sting
-------------	--------	-------

WORKFLOW ACTIONS

Keep working on this Posting Send to Hiring Official (move to Hiring Official)

Cancel (move to Canceled) Send to Creator - 2nd Review (move

to Creator - 2nd Review)

#### Take Action on Posting

To move an Exempt posting forward in the workflow select:

- Send to Hiring Official
- Send to Creator 2<sup>nd</sup> Review

To move a Faculty posting forward in the workflow select:

- Send to Creator 2<sup>nd</sup> Review
- Send to Search Chair/Designee

## From the Hourly/GA/Pool

University College F	/ of Maryland Park
Username	_
Password	
	Login

• Login using directory ID and Password

- Verify this is the Applicant Tracking side of eTerp2
- Verify the user role is selected as a "Creator"

	Inbox	<b>People</b> Admin	
Wat	ch List	APPLICANT TRACKING	
sage.	Creator	• ¢	logout

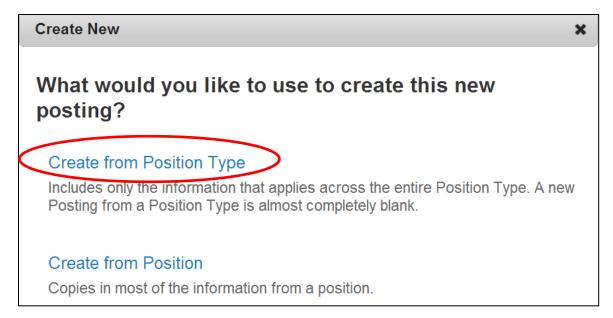
		Inbox PeopleAdm Watch List APPLICANT T	1017
	Nonexempt	roposals   My Profile Help Sherry Costello, you have 1 message. Creator	• C logo
	Exempt Faculty Hourly/GA/Pool		
Welcome to your Online Re		Shortcuts	
Displaying items for group "Creator".	ttention)	Create New Nonexempt Posting Create New Exempt Posting Create New Exempt Posting	
Postings (8) Hiring Proposals (0)	Actions (4)	Create New Faculty Posting Create New Hourly/GA/Pool Post	ting

• Begin the posting by selecting the position type under "Postings" or from the "Shortcuts" box.

	Wa	Inbox tch List	PeopleAdmin APPLICANT TRACKING	
Profile	Help			
stello, you	have 1 message.	Creator	- c	logout

If beginning the posting from the "Postings" drop down box, click:

• Create New Posting



For Hourly Postings select "Create from Position Type"

New Posting	Create New Posting	Cancel
* Required Information ^Functional Title: *	Test Hourly	
Organizational Unit Division *	Default Division	
Department *	VPAA-University Human Resources	•
Online Applications		
Ø Accept online applications?		
Special offline application instructions		

Fill in all required information and select:

• Create New Posting

#### Accepted Application Forms: For Nonexempt hourly postings use the General Application For Hourly Faculty and Exempt postings use UMD Profile

Editing Posting	Posting Details		Save Next >>
Posting Details	* Check spelling		
Temporary Appointments			
Search and Selection Plan	Constitution and an and a second	are viewable to applicants.	
Applicant Documents:	* Required Information		
Guest User	Position Details		
Search Committee	Is this an Internal	This field is required.	
Online References	Search?	(Open to Campus or Dept. Employees Only)	
Supplemental Documents:	* ^Title:		This field is required.
Summary	* *Functional Title: Title Code:	TEST HOURLY	1

For Hourly/GA/Pooled postings, all position types have the same tabs. Complete each tab as appropriate for the position type being posted. Fill in all required information and click "Next" to move through each tab.

E	diting Posting
	Posting Details
0	Temporary Appointments
0	Search and Selection Plan
0	Applicant Documents:
0	Guest User
0	Search Committee
0	Online References
0	Supplemental Documents
	Summary

The tabs should be completed for the following position types: Posting Details – all position types Temporary Appointments – Faculty only Search and Selection Plan – Faculty, Exempt, and GA Applicant Documents – Faculty, Exempt, and GA Guest User – All position types, if applicable Search Committee – All position types Online References – Faculty, Exempt, and GA Supplemental Documents – All Position Types

	eTerp?				Wat	tch List	APPLICANT TRACKING	•
		and the second se						
		Home Postings	Hiring Proposals	My Profile	Help			-
				Sherry Costello, you	have 1 message.	Creator	• C	logo
ostings	/ Hourly/GA/Pool / TEST HOURLY (	Draft) / Summary						
	Current Status: Draft	Created by: Sher	n Costello	*	See how Posting	g looks to A	Applicant	
	Position Type: Hourly/GA/Pool		· · · · · · · · · · · · · · · · · · ·	100		Service and an	CTURE .	
	Position Type: Hourly/GA/Pool Department: VPAA-University Human Resources	Owner: Sherry C	· · · · · · · · · · · · · · · · · · ·			pplicant Vi	iew)	
	Department: VPAA-University		· · · · · · · · · · · · · · · · · · ·		Print Preview (A Print Preview	pplicant Vi	iew)	

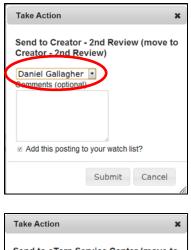
After completing the applicable tabs, select:

• Take Action on Posting

			Sherry Costello, you have 1 message. Creator	• C logo
osting	s / Hourly/GA/Pool / TEST HOURLY (Dra	sft) / Summary		-
	Posting: TEST HOURLY Current Status: Draft		Take Action On Posting  WORKFLOW ACTIONS Keep working on this Posting	
	Position Type: Hourly/GA/Pool Department: VPAA-University Human Resources	Created by: Sherry Costello Owner: Sherry Costello	Send to Creator - 2nd Review (mow to Creator - 2nd Review) Send to Hiring Official (move to Hiring Official)	e

Depending on the position type and the users Divisions Workflow for hourly postings select one of the following options to move the posting forward:

- Send to Creator 2<sup>nd</sup> Review
- Send to Hiring Official
- Send to eTerp Service Center



If moving, to the Creator – 2<sup>nd</sup> Review

- Select the name of the Creator to send the posting to
- Enter any applicable comments
- Check the box to add to watch list
- Click "Submit" to move the posting forward

 Take Action
 X

 Send to eTerp Service Center (move to eTerp Service Center)

 Comments (optional)

 Ø

 Add this posting to your watch list?

 Submit

If sending, to the Hiring Official or the eTerp Service Center:

- Enter any applicable comments
- Check the box to add to watch list
- Click "submit" to move the posting forward

The Creator will receive an email when the position has been posted.

## **Searching for Postings**

Postings are displayed by position types in the system. Users have the ability to search for postings at any stage, i.e. posted, closed, removed from the web, and filled, etc. Below are the instructions to follow when searching for postings.

Login using Directory ID and Password	University of Maryland College Park
	Username
	Password
	Login
Inbox PeopleAdmin Watch List APPLICANT TRACKING Veri	fy the Applicant Tracking module
sage. Creator 🔽 🕑 logout	

UNIVERSITY OF MARYLAN	D			Inbox	PeopleAdmin	
<b>⊘</b> Terp2				Watch List	APPLICANT TRACKING	
	H	lome Postings Hiring	Proposals   My Profile Help			
		Nonexempt Exempt	Sherry Costello, you have 1 messa	ige. Creator	• ¢	logout
Postings / Exempt		Faculty				
Exempt Posting	S	Hourly/GA/Pool			Create New Posting	
Open Saved Search ¥	Search:		Search Hide	search options		
	Add Column:	Add Column				
	Workflow State:	University Equity eTerp Service Center Approved for Later Posting Posted	* = *			
	Department:	AGNR-AES-Agriculture Experimen AGNR-AES-CMREC (Central MD) AGNR-AES-CMREC-BARC AGNR-AES-CMREC-Forage Rese				
	Position Number:					

• From the Postings dropdown menu select the position type being searched, Nonexempt, Exempt, Faculty, or Hourly/GA/Pooled positions

Exempt Postings						Create New	Posting
Open Saved Search ▼ Search				Search	Hide search op	tions	
Add Colum	n: Add Column		•				
Workflow Stat	University Equity eTerp Service Center Approved for Later Postin Posted	ng		•			
Departmen	AGNR-AES-Agriculture E AGNR-AES-CMREC (Ce AGNR-AES-CMREC-BA AGNR-AES-CMREC-Fo	ntral MD) RC		×			
Position Numbe	r:						
		•					
Ad hoc Search	Posted Positions	0					
Saved Search: "Posted Pos	itions" (2 Items Found	) 😡					Actions
Functional Position Posting Title: Number Number	Created Workflow From State	Active Applications		Closing Date	Unit	Best Consideration Date	(Actions)

After selecting the position type, the first page the user lands on will always display the current, posted positions the user has access to view. User role determines what information users are allowed to view (i.e., active applicants)

Exempt Postings				c
Open Saved Search V Search	:		Search	Hide search options
Add Colum	n: Add Column			
Workflow Star	University Equity e Terp Service Center Approved for Later Posting Posted	•		
Departme	AGNR-AES-Agriculture Experiment Station-Associate Dir. t AGNR-AES-CMREC (Central MD) t AGNR-AES-CMREC-BARC AGNR-AES-CMREC-Forage Research Facility	*		
Position Number	r:			

Narrow the search by selecting:

- The Workflow State
- Department
- Position Number
- Click "Search" when done

			Workflow	State: eTe	versity Equity rp Service Cer roved for Late ted							
Department:					NR-AES-CMR	EC (Central M EC-BARC	ent Station-Assoc D) search Facility	iate Dir.				
			Position No	umber:								
	Ad hoc S Ad ho		Items Four		Positions							Actions
	Ad ho					Workflow State	Active Applications	Posting Date	Closing Date	Unit	Best Consideration Date	Actions (Actions)
	Ad ho	c Search (2 Functional	ltems Four	nd) Save the	his search? Created					<b>Unit</b> VPAA-University	Consideration Date	
	Ad ho	c Search (2 Functional Title: Testing	ltems Four	nd) Save the	his search? Created			Date			Consideration Date	(Actions)
	Ad hor Title: IT Systems	c Search (2 Functional Title: Testing	Position Number	Posting Number	Created From	State	Applications	Date	Date	VPAA-University	Consideration Date	(Actions)

• To view the posting click the "Title" of the position being viewed

1	Ad hoc S	bearch	C	Posteu	Positions								
	Ad ho	c Search <mark>(2</mark>	Items Fou	nd) Save th	is search?								Actions
ži	Title:	Functional Title:	Position Number	Posting Number	Created From	Workflow State	Active Applications	Posting Date	Closing Date	Unit	Best Cons Date	sideration	(Actions)
	IT	Testing								VPAA-University			Actions
0	Systems Analyst	Exempt Documents	117232	E00004	Posting	Posted	2	10/12/2011	01/18/2013	Human Resources		GENERAL View Postin	g
		Test Exempt	Exempt26							VPAA-University		View Applica	ants
	Manager	Manager	Exempt26	E00008	Position	Posted	0	02/06/2013		Human Resources		TRACKING Watch	

There are additional "view" options under the Actions drop down menu.

		She	herry Costello, you have 1 message. Creator
Postings	/ Exempt / Testing Exempt Documents	(Posted) / Summary	Search Results: N
	Posting: Testing Exempt		See how Posting looks to Applicant
		Created by: Sherry Costello	
	Position Type: Exempt Department: VPAA-University		Print Preview (Applicant View)
	Position Type: Exempt Department: VPAA-University Human Resources	Owner: Search Chair/Designee	<ul> <li>Print Preview (Applicant View)</li> <li>Print Preview</li> </ul>

The "Summary" page is the first tab users will see after selecting to view the posting.

Posting: Testing Exemp Current Status: Posted Position Type: Exempt Department: VPAA-University Human Resources	t Documents (Exempt) Created by: Sherry Costello Owner: Search Chair/Designee	<ul> <li>See how Posting looks to Applicant</li> <li>Print Preview (Applicant View)</li> <li>Print Preview</li> </ul>
Summary History Applica	nts Reports Hiring Proposals Asso	ociated Position

To access any of the other tabs associated with the posting simply click the name of the tab to be viewed. The user's view of the information on each tab will depend upon their user role.

	(+	ome Postings Hiring Proposal	s   My Profile Help	
	$\sim$		Sherry Costello, you have 1 message. Creator	• C logout
Postings	/ Exempt / Testing Exempt Documents	(Posted) / History		Search Results: Next
	Posting: Testing Exempt Current Status: Posted	<b>Documents</b> (Exempt)	🚖 See how Posting looks to Appl	icent
	Position Type: Exempt	Created by: Sherry Costello	Print Preview (Applicant View)	oun
	Department: VPAA-University Human Resources	Owner: Search Chair/Designee	Print Preview	
	Summary History Applican	ts Reports Hiring Proposals	Associated Position	

To return to the listing of posted positions:

• Click the position type (i.e., Exempt) at the top of the posting

To exit the posting screen completely select any of the navigational tabs at the top of the page:

Home | Postings | Hiring Proposals | My Profile | Help

## **Designating Postings as Filled**

The last step in the posting process is to designate the posting as filled. This step can only be done by the Creator. Once the Hiring Official has identified a candidate for hire, their final step will be to send the posting to the Creator to designate as filled. After the posting is sent, it can be found in the user's inbox.

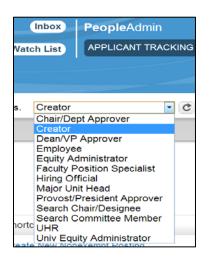
There cannot be any active applicants and the posting must be closed and removed from the web. Below are the steps to follow to designate a posting as filled.

• LC	ogin using Directory I	D and Password	
Inbox Watch List	PeopleAdmin		
Watch List			

- C logout

Universit College F	y of Maryland <sup>⊃</sup> ark
Username Password	
	Login

- Verify this is the Applicant Tracking module
- Verify the user role is Creator



Creator

sage.

To change user role:

- Click the down arrow to display the drop down box with all user roles assigned
- Select Creator
- Click the refresh arrow to change roles

If successful, the user will receive a green notification at the top of the page

			Sherry Costello, you have 4	messages. Creator	• 0
Welcome to yo	ur Online R	ecruitment System			
🔮 Inbox (18 ite	me nood your	attention)		Shortcuts	
Displaying items for g				Create New Nonexempt Create New Exempt Pos Create New Faculty Pos Create New Hourly/GA/R	sting
Job Title	Туре	Current State	Owner		
Posting Testing	Nonexempt	Send to Creator to Designate Posting as Filled	Creator	My Links	
See more					
				Training Materials	
				Salary Structures	

• To access the posting from the inbox click the "Title" of the position

UNI	eTerp2		Inbox PeopleAdmin Watch List APPLICANT TRACKING
		Home Postings Hiring Proposals	My Profile Help Sherry Costello, you have 4 messages. Creator • C lo
	Posting: Posting Testing (send Current Status: Send to Creator to I Position Type: Nonexempt Department: VPAA-University Human Resources	• • • • • •	Take Action On Posting

• Click "Take Action on Posting"



WORKFLOW ACTIONS

Keep working on this Posting

Posting Filled (move to Filled) Return to Hiring Official (move to Send Approved Eligibility/Interview List to Hiring Official)

- Select "Posting Filled (move to Filled)
- Keep Working on this Posting saves information
- Return to Hiring Official only if, there is a problem designating the posting filled

)
1. I. F. I
tch list.
ť

- Place any applicable comments
- Check box to now remove from watch list
- Click "Submit"

# **Approving Actions, Postings, and Hiring Proposals**

Approvers are notified via email when an action, posting, or hiring proposal in eTerp2 has been sent for approval. Only the selected "Approver" receives the email notification and the item can be found and accessed from the approvers Inbox.

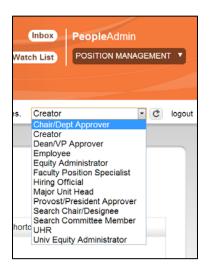
## Access eTerp2 at: <a href="https://eterp.umd.edu">https://eterp.umd.edu</a>

• Login using Directory ID and Password

# University of Maryland College Park

	Dale Anderson, you have 0 messages, Chair/Dept Approver 💽 C logout (104844951
Welcome to your Online Recruitment System	
Inbox (1 items need your attention)	Shortcuts
Libox (1 items need your attention) Displaying items for group "Chair/Dept Approver ".	

#### Verify "User Role"



To change user role:

- Click the arrow to display the drop down menu
- Highlight the User Role
- Click the "Refresh Arrow"

<ol> <li>You are now viewing the system a</li> </ol>	as a member of the Chair/Dept Approver group	8
€Terp2	Watch List	
	Home Positions   My Profile Help	
	Sherry Costello, you have 4 messages. Chair/Dep	ot Approver

The user will receive a green notification message at the top of the screen indicating the new role.

🔮 Inbox (1 items	need your attent	ion)		Shortcuts
Displaying items for gro	oup "Chair/Dept Approv	ver ".		
Postings (0) Hirin	ng Proposals (0)	Actions (1)		
Job Title	Туре	Current State	Owner	
				My Links
				Training Materials
				Salary Structures
				Nonexempt Job Specifications

Items needing attention can be found in the "Inbox." The inbox displays:

- The number of items needing attention
- The user role being viewed
- The number of items under each module

Displaying items for g	roup "Chair/Dept Appr	over ".		
	ing Proposals (0)	Actions (1)		
Job Title	Туре	Current State	Owner	
				My Links
		I		Training Materials
				Salary Structures
				Salary Structures Nonexempt Job Specifications
🛱 Watch List	(0 items)			Nonexempt Job Specifications Applicant Site
Postings (0) Hi	(0 items) ing Proposals (0)	Actions (0)		Nonexempt Job Specifications

• To view the items requiring attention click the appropriate tab

Inbox (1 items need your	attention)			Shortcuts
Displaying items for group "Chair/Dep	ot Approver ".			
Postings (0) Hiring Proposals (	0) Actions (1)			
Title	Туре	Current State	State Owner	
Coordinator for eTerp Service Center	Modify Exempt Position	Chair/Dept Approver	Chair/Dept Approver (Dale Anderson)	My Links

• To access the item click the "Title"

Actions /	/ Modify Exempt Position / Coordin	ator for eTerp Service Center / Summary		
	Modify Exempt Position Service Center (Exempt Current Status: Chair/Dept Approver		Take Action On Action •	
C	Position Type: Exempt Department: VPAA-University Human Resources	Created by: Sherry Costello Owner: Chair/Dept Approver : Dale Anderson		
ŧ	Summary History Setting			
	Position Description E Employee Details	dit		
	Employee First Name			
	Employee Last Name			
	UID			

• Verify from the summary page that all information is correct.

To approve or move the action forward:



#### Take Action on Action

Select the appropriate action based on user role in the position type workflow:

Keep working on this Action – saves the action

Take Action				×
Approved (move Approver)	to De	an/VP		
John Farley	•			
Comments (optional)				
add comments for next user.				
Add this action to y	your wa	atch list?	,	
		mit	Cancel	

- Select the name of the next user from the drop down box
- Add comments for the next user, if applicable
- Add to watch list to follow (optional)
- Click "Submit"

The next user will receive an email notification an item needs their attention.

## **Reviewing Applicants**

The review of candidate applications is perhaps the most important function in the search process. Search and Selection guidelines are available and are designed to ensure that for all position types, each search conducted encourages a diversity of participants from the beginning of the process—the development of the search committee if applicable, to the end, the selection of a diverse group of finalists and employees.

The official Search and Selection Guidelines for all position types at UMD are available on line at: <u>http://www.provost.umd.edu/diversity/publications/Equity\_Charge.pdf</u>

## **Exempt and Faculty Searches**

Searches for regular faculty and exempt positions require the appointment of a Search Committee. Each Search Committee will have a Search Chair. The Search Chair may designate a Search Chair/Designee to provide administrative support.

Search Chairs are required to sign off on the Search and Selection Plan and complete the plan if applicable. The S&S plan should describe the ways in which candidates will be recruited for the position, as well as special efforts to attract a diverse pool of candidates. It should also define the methods by which applicants will be evaluated and the procedures for selecting finalists.

Before evaluating applicants, the committee should discuss and come to consensus about the standards for evaluating the applicants. These standards must be followed consistently for all candidates and throughout the search process.

It is required that the Search Chair or Search Chair/Designee change the applicant statuses for each applicant that has applied as the search progresses. As part of an initial review, all resumes/curriculum vitae (CV) should be reviewed to determine which candidates meet the minimum qualifications for the position. At the next level, all resumes or CVs should be reviewed in detail against a pre-determined set of objective criteria related to the position description and job duties.

Once the Search Committee has completed its review of the candidate pool, it will identify a group of candidates to be interviewed. From the interviews, a list of "finalists" will be identified, which in eTerp will be sent to Equity for approval. If approved by Equity, these candidates will then be sent in eTerp to the Hiring Official for further consideration.

## **Search Chairs**

## Signing off on Search and Selection Plan

Search Chairs are required to sign off on the Search and Selection Plan and complete, if applicable. The S&S plan should describe the ways in which candidates will be recruited for the position, as well as special efforts to attract a diverse pool of candidates. It should also define the methods by which applicants will be evaluated and the procedures for selecting finalists.

Below are the instructions for reviewing the S&S Plan:

Access eTerp2 at: <u>https://eterp.umd.edu</u>	
Login using Directory ID and Password	

Universit	y of Maryland
College F	<sup>⊃</sup> ark
Username Password	Login

UNIVERSITY OF MARYLAND						Inbox	PeopleAdmin	
eTerp2						Watch List	APPLICANT TRAC	
	Home	Postings	Hiring Proposals	My Profile	Help	-		
			S	herry Costello, you	have 4 nessa	ages. Search (	Chair/Designee	• C logout

• Verify user role is Search Chair/Designee

Inbox PeopleAdmin Watch List PPLICANT TRACKING 5   My Profile Help Sherry Costello, you have 4 messages. Search Chair/Designee Chair/Designee Chair/Designee	<ul> <li>To change role:</li> <li>Access the drop down</li> <li>Select Search Chair/Designee</li> <li>Click the arrow to refresh</li> </ul>
Creator Dean/VP Approver Employee Equity Administrator Faculty Position Specialist Hiring Official Major Unit Head ProvostPresident Approver Search Chair/Designee Shortc UHR Univ Equity Administrator	A green message is displayed at the top of the screen informing users of the new role.
You are now viewing the system as a member of the Search Chair/Designee	group 🖌 🛞
€Terp2	Watch List APPLICANT TRACKING
Home Postings Hiring Pro	sherry Costello, you have 4 messages. Search Chair/Designee C logout

Contact the eTerp Service Center at x55600, if unable to access the correct user role

UNIVERSITY OF MARYLAND						Inbox Watch List	PeopleAdmin		
	Home	Postings	Hiring Proposals	My Profile	Help				
			SI	nerry Costello, you	have 4 messag	ges. Search (	Chair/Designee	· ¢	logout

• Verify on the "Applicant Tracking" module (header will appear in **blue**)

Inbox         PeopleAdmin           Watch List         POSITION MANAGEMENT           APPLICANT TRACKING	To change from Position Management to Applicant Tracking:
My Profile Help Sherry Costello, you have 4 messages. Search Chair/Designee 🔹 C logout	<ul> <li>Hover over the arrow to display the drop down box</li> </ul>
19	Select Applicant Tracking

🔏 Inbox (14 items need your attenti	on)			Shortcuts
Displaying items for group "Search Chair/Design				
Postings (10) Hiring Proposals (0) Ac	tions (4) Type	Current State	Owner	
Chancellor Emeritus, University System of Maryland	Faculty	Return Recommended Finalist to Search Chair	Search Chair/Designee	My Links
Assistant Professor	Faculty	Return Recommended Finalist to Search Chair	Search Chair/Designee	Training Materials
Business Manager for eTerp	Exempt	Search Chair	Search Chair/Designee	Salary Structures

• Items needing attention will appear in the "Inbox" under the Postings tab. The listing is displayed by Job Title, Type of Position, The Current State, and who is the current Owner of the Posting.

Inbox (14 items need your attent	ion			Shor	tcuts
Displaying items for group "Search Chair/Desig	inee".				
Postings (10) Hiring Proposals (0) A	ctions (4)				
Chancellor Emeritus, University System of	Faculty	commended Finalist to	Search	_	
Maryland	Search Ci		Chair/Designee	-	
Assistant Professor	Faculty Return Re	commended Finalist to	Search	My L	inks
Assistant rolessor	Search Cl	air	Chair/Designee	-	
			Search	1000	ing Materials
Business Manager for eTerp	Exempt Search Ch	ala	Search	Train	ing waterials

• Click the "Title" to access the posting requiring approval

Department: VPAA-University Human Resources	Created by: Sherry Costello Owner: Search Chair/Designee	Print Preview (Applicant View) Print Preview
Summary History Settin	ngs Applicants Reports Hiring Propo	
Please review the details of the	he posting carefully before continuing.	
	osting and also add this posting to your Watch L	the orange "Take Action on this Posting" button. You <b>_ist</b> . in the popup box that appears. When you are
ready to submit your posting,	click on the <b>Submit</b> button on the popup box.	

• Scroll down the page to view a summary of the position

Search and Selection P	an Edit	
Posting Details		
Is this an Internal Search?	No	
*Posting Date:		

• Click "Edit" to access the Search and Selection Plan

Editing Posting	Search and Selection	on Plan	Save << Prev Next >>
<ul> <li>Position Information</li> <li>Search and Selection Plan</li> <li>Search Committee</li> </ul>	Check spelling  Required Information		
Applicant Documents:	Posting Details		
<ul> <li>Online References</li> <li>Supplemental Documents</li> </ul>	Is this an Internal Search?	No  (Open to Campus or Dept. Employees Only)	
Summary	^Posting Date: ^Closing Date: Best Consideration Date Open Until Filled		

- Enter required information (if the information is not completed) and click "Next"
- Continue until reaching the Summary screen

	ŀ	Home Postings Hiring Proposals	My Profile Help	
		She	rry Costello, you have 4 messages. Search Chair/Designee	• C logout
Postings	/ Exempt / Business Manager for eTer	p (Search Chair) / Summary		
	Posting: Business Mana Current Status: Search Chair Position Type: Exempt Department: VPAA-University Human Resources	ger for eTerp (Exempt) Edit Created by: Sherry Costello Owner: Search Chair/Designee	Take Action On Posting ▼ <ul> <li>See how Posting looks to Applicant</li> <li>Print Preview (Applicant View)</li> <li>Print Preview</li> </ul>	
	Summary History Settings	Applicants Reports Hiring Prop	osals Associated Position	

• To move the action forward in the workflow click "Take Action on Posting"

If S&S Plan is complete, highlight the appropriate "Workflow" as determined by position type:

- **Exempt**: Send to Equity Admin (move to Equity Admin)
- **Faculty**: Send to Hiring Official (move to Hiring Official)

The Return option should only be selected, if there was a problem with the S&S Plan.

Keep Working on the Posting – Saves the information.

Take Action On Posting

WORKFLOW ACTIONS Keep working on this Posting Send to Equity Admin (move to Equity Admin)

Return (move to Hiring Official)

		× Help
	Send to Equity (move to Equity)	ou have 4 messages. Hiring Official 🔹 🗷 logou
	Sherry Costello  Comments (optional)	
Posting: Assistant Professo Current Status: Hinng Official	r (F	Television Chi Pasteri +
	Creating This posting is currently in your watch list.	<ul> <li>See how Posting locks to Applicant</li> <li>Print Preview (Applicant View)</li> </ul>
Department CMNS-Earth System	Jwne Uncheck this box to remove it.	Frint Preview (Applicant View)

- Select a name if moving to Equity (A Hiring Official will be prepopulated)
- Add comments for the next user (these comments will be retained in history as part of the permanent record)
- Check the box to add to Watch List
- Click "Submit" to move forward

## Reviewing Applicants and Changing Applicant Statuses

As applicants apply to the posting, Search Chair/Designee and Committee Members will have access to the applicants and their associated documents. The Search Chair/Designee is the only role that has the ability to change the applicant's status. It is required that ALL applicants have their statuses changed as the search progresses. Below are the instructions for reviewing applicants, applicant documents, and changing statuses.

Access eTerp2: <u>eterp.umd.edu</u>	University of Maryland
Login using Directory ID and Password	College Park
UNIVERSITY OF MARYLAND	Inbox PeopleAdmin Watch List APPLICANT TRACKING • posals   My Profile Help Sherry Costello, you have 4 nessages. Search Chair/Designee • C logout

• Verify user role is Search Chair/Designee

Search Chair/Designee     Search Committee Member Univ Equity Administrator      You are now viewing the system as a member of the Search Chair/Designee group     Watch List     APPLICANT TRACKING	Inbox     PeopleAdmin       Watch List     APPLICANT TRACKING       s     My Profile	<ul><li>To change role:</li><li>Access the drop down</li><li>Select Search Chair/Designee</li></ul>
eTerp2 Watch List APPLICANT TRACKING	Chair/Dept Approver Creator Dean/VP Approver Employee Equity Administrator Facuity Position Specialist Hiring Official Major Unit Head Provost/President Approver Search Chair/Designee Shortc UHR	A green message will appear at the top of the
	You are now viewing the system as a member of the Search Chair/Designe	e group 🛞
Home Postings Hiring Proposals   My Profile Help	Clerp2 Home Postings Hiring Pro	

Contact the eTerp Service Center at x55600, if unable to access the correct user role

UNIVERSITY OF MARYLAND			Inbox Watch List	PeopleAdmin APPLICANT TRACKING
	Home	Postings	Hiring Proposals   My Profile Help	$\smile$
			Sherry Costello, you have 4 messages. Search	Chair/Designee C logo

• Verify the "Applicant Tracking" module (header will appear in **blue**)

	PeopleAdmin	
Watch List	POSITION MANAGEMENT	To change from Position Management to
My Profile Help Sherry Costello, you have 4 messages. Search C	hair/Designee • C logout	<ul><li>Applicant Tracking:</li><li>Hover over the arrow to display the</li></ul>
		dropdown box

Select Applicant Tracking

eTerp2					W	atch List	APPLICANT	TTRACKING	
	Home	Postings H	Hiring Proposals	My Profile	Help				
		Nonexempt	S	erry Costello, you	have 4 messages.	Search (	Chair/Designee	• • •	lo
		Exempt Faculty							
		a diata i							
Welcome to your Online		Hourly/GA/Pool							
Welcome to your Online									
Welcome to your Online	Recruitment a				Sho	ortcuts			

- Click "Postings" to display the dropdown box
- Highlight and click the position type being accessed

Open Saved Search V Search	More search options
Ad hoc Search Posted Positions (3)	
Saved Search: "Posted Positions" (2 Items Found)	Actions
Saved Search: "Posted Positions" (2 Items Found) @	, tetterite
☐ Functional Position Posting Created Workflow Active Posting Closing Uni Title: Number Number From State Applications Date Date	Best (Actions) t Date
Testing VPJ	A-University Actions V
resting	
Exempt 117232 E00004 Posting Posted 2 10/12/2011 01/18/2013 Hun	nan

After selecting the position type, a summary page is displayed with all currently <u>posted</u> positions. Additionally, the summary page displays useful information such as title, position number, posting number, posting/closing date, unit, workflow state, and the number of active applicants.

To access postings at a different workflow such as closed and removed from the web select "More search options."

	Home Postings Hiring Proposals   My Profile Help	
	Sherry Costello, you have 4 messages. Search Chair/Designee	gou
Postings / Exempt		
Exempt Postings	h: Search Hide search options	
Add Colum	Posted	
Workflow Sta	Approved for Internal Search	
Departme	AGNR-AES-Agriculture Business Office	
Position Numb	er:	

Highlight the workflow state being searched (i.e., Closed/Removed from Web) and click Search

Open Saved Search v       Search:       Search       More search options         Ad hoc Search       Image: Consideration options       Posted Positions       Image: Consideration options         Ad hoc Search (2 Items Found)       Save this search?       Image: Consideration option options       Best consideration options         Image: Functional Position Title:       Number       Prom State       Applications option options       Best consideration options	Search:		
Ad hoc Search (2 Items Found) Save this search?   Functional Position Posting Created Workflow Active Posting Closing Unit Consideration			Search options
☐ Functional Position Posting Created Workflow Active Posting Closing Unit Consideration	Posted Positions		
Functional Position Posting Created Workflow Active Posting Closing Unit Consideration	Items Found) Save this search?		Ac
Testing         VPAA-University           Exempt         117232         E00004         Posting         Posted         2         10/12/2011         01/18/2013         Human           Documents         Resources	E00004 Posting Posted	2 10/12/2011 0	01/18/2013 Human

- To access the posting click the title link
- The summary page displays useful information such as title, position number, posting number, posting/closing date, unit, workflow state, and the number of active applicants.

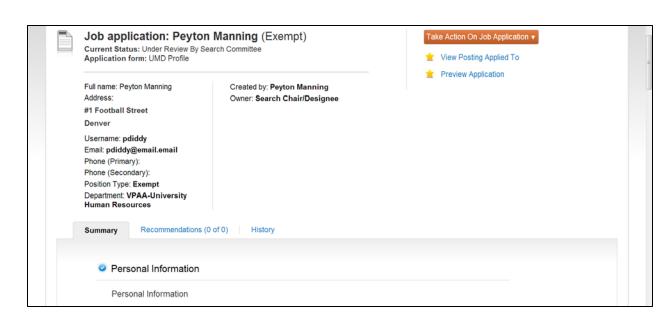
Posting: Test Exempt Current Status: Posted Position Type: Exempt Department: VPAA-University Human Resources	Manager (Exempt) Edit Created by: Daniel Gallagher Owner: Search Chair/Designee	Take Action On Posting ▼                 See how Posting looks to Applicant                  Print Preview (Applicant View)                  Print Preview
Summary History Settin	gs Applicants Reports   Hiring Prop	osals Associated Position
Please review the details of t	ne posting carefully before continuing.	
may add a Comment to the p		r the orange "Take Action on this Posting" button. You List. in the popup box that appears. When you are
Posting Page to Edit. If a se		mmary Section. This will take you directly to the point, you will need to review this section and make

All information related to the posting is now available for the Search Chair/Designee.

• To access applicants click the "Applicants" tab

		History	Settings Applicants Reports	Hiring Proposals	Associated Posi		
	Open Save	d Search ▼	Search:	]	Search M	ore search options	
1	My Degree Se		0				
	Saved	Search: "My D	egree Search" (4 Items Found)	6			Actions
	Saved Last Name	Search: "My D First Name	Vegree Search" (4 Items Found)  Workflow State (Internal)	Application Date	Documents	Degree:	Actions (Actions)
0	Last	First	Workflow State	Application Date February 21, 2013 at 12:30	Documents Cover Letter, Resume	Degree: Bachelor's Degree Earned	
	Last Name	First Name	Workflow State (Internal)	Application Date February 21, 2013 at 12:30 pm February 23, 2013 at 04:30	Cover Letter, Resume	Bachelor's Degree	(Actions)
9	Last Name Manning	First Name Peyton	Workflow State (Internal) Under Review By Search Committee	Application Date February 21, 2013 at 12:30 pm February 23, 2013 at 04:30 pm	Cover Letter, Resume Cover Letter,	Bachelor's Degree Earned Bachelor's Degree	(Actions) Actions v

This screen displays all the "active" applicants in the pool. To view applicants individually click the applicant's Last Name.



• Scroll down the page to view the applicant's information or click "Preview Application" to view the information

Recommendation Documents No recommendations submitted. PDF Documents	Required Docu	ments		
Resume     Resume 01-02-13 09:06:00 (4.44 KB)     PDF complete       Optional Documents        No optional documents added.        Recommendation Documents        No recommendations submitted.        PDF Documents	Document Type	Name	Conversion Status	
Optional Documents No optional documents added. Recommendation Documents No recommendations submitted. PDF Documents	Cover Letter	Cover Letter 01-02-13 09:05:37 (138 KB)	PDF complete	
No optional documents added. Recommendation Documents No recommendations submitted. PDF Documents	Resume	Resume 01-02-13 09:06:00 (4.44 KB)	PDF complete	
No recommendations submitted. PDF Documents	No optional docur	nents added.		
	PDF Document	s		
Document Type	Document Type			
	Application			Recreate PDF

At the bottom of the screen, users will find multiple ways to view the required applicant documents such as resume and cover letter

To view documents separately click the link next to the document type

To view all documents in one PDF click "Application and attached documents"

Summ	ary History	Settings Applicants Reports	Hiring Proposals	Associated Posit	ion
Open	Saved Search ¥	Search:		Search Mo	ore search options
My Degre	e Search	0			
		Degree Search" (4 Items Found)			Actions
			Application Date	Documents	Actions GENERAL Review Screening Question Answers
Sa Sa	ved Search: <b>"My I</b> First	Degree Search" (4 Items Found)  Workflow State	Application Date		GENERAL Review Screening Question Answers Download Screening Question Answers
Sa Last Name	ved Search: "My I First Name	Degree Search" (4 Items Found)  Workflow State (Internal)	Application Date February 21, 2013 at 12:30 pm February 23, 2013 at 04:30	Cover Letter,	GENERAL Review Screening Question Answers Download Screening
<ul> <li>Sa</li> <li>Last Name</li> <li>Manning</li> </ul>	ved Search: "My I First Name Peyton	Degree Search" (4 Items Found)  Workflow State (Internal) Under Review By Search Committee	Application Date February 21, 2013 at 12:30 pm February 23, 2013 at 04:30 pm February 23, 2013 at 04:31	Cover Letter, Resume Cover Letter,	GENERAL Review Screening Question Answers Download Screening Question Answers Export results

To view multiple applicants and documents at one time: Place a check in the box next to "Last Name" Hover over the "Actions" tab to display the menu options Select "Download Applications as PDF"

		×
Select the document type(s) to use. Application and All Documents Only These Document Types Application Data Resume Cover Letter Letter of Reference		
	Submit	Cancel

To exit the documents page simply use the back button

User has the option of viewing all applicant materials or limiting on certain documents.

To limit on certain documents: Select "Only These Document Types" Select the documents to be viewed

	Saved	Search: "My De	gree Search" (4 Items Found) 👩			Actions	1
8	Last Name	First Name	Workflow State (Internal)	Application Date	Documents	GENERAL Review Screening Question Answers	,
2	Manning	Peyton	Under Review By Search Committee	February 21, 2013 at 12:30 pm	Cover Letter, Resume	Download Screening Question Answers	ſ
8	Cosz	Thomas	Under Review By Search Committee	February 23, 2013 at 04:30 pm	Cover Letter, Resume	Export results BULK	
T	Brady	Tom	Under Review By Search Committee	February 23, 2013 at 04:31 pm	Cover Letter, Resume	Move in Workflow Download Applications as	
1	Ovechkin	Alex	Under Review By Search Committee	February 23, 2013 at 04:38 pm	Cover Letter, Resume	PDF Create Document PDF per Applicant	

After reviewing the applicants, their statuses should be changed appropriately. Applicant statuses can be changed by accessing each applicant separately or by selecting more than one applicant.

- Select the applicant(s) being change
- Select "Move in Workflow"

	Editing: Wor	rkflow States for 2	Applicants		
	Chan	ge for all applicants	Select a workflow state Select a workflow state	•	
	Applicant	Current State	Recommended as Finalist for Equity Review Meets Min Quals Not Advanced Further Selected for Screening Interview (Phone ,Airport, Etc) -Not Advanced Further Selected for formal interview-Not Advanced Further	Reason	=
	Peyton Manning	Under Review By Search Committee	Applied after best consideration date Does not Meet Minimum Qualifications (Remains In Progress) Send On Line References	•	
	Thomas Cosz	Under Review By Search Committee	Select a workflow state	•	
	Save changes	or Cancel			

- Click the down arrow to display the applicant statuses
- Highlight the appropriate applicant status

	Editing: W	orkflow Sta	tes for 2 Applicants			
		ge for all Moplicants	eets Min Quals Not Advanced Further		Due to Job Experience •	
	Applicant	Current State	New State		Reason	=
	Peyton Manning	Under Review By Search Committee	Meets Min Quals Not Advanced Further	٠	Due to Job Experience -	
	Thomas Cosz	Under Review By Search Committee	Meets Min Quals Not Advanced Further	×	Due to Job Experience	
	Save change	or Cancel				

• Click "Save Changes" or Cancel to cancel selected choices

1	Started the process to transition these	applicants	. This may ta	ke several minutes.					8	
	eTerp2						Watch List	APPLICANT TRACKING	•	
_		Home	Postings	Hiring Proposals	My Profile	Help				

Notice the green message at the top of the screen

Open Save	ed Search ¥ Sea	irch:		Search	Hide search options	
	Add Colu	mn: Add Column		•		
	Active/Inact	ive: Inactive Active	• •			
	Workflow St	Draft Under Review By Search Committe Recommended as Finalist for Equit Recommended as Finalist-Reviewe	y Review			
My Degree S	Search 🛛 🕄					
Savec	d Search: "My Degre	ee Search" (2 Items Found)	,			Actions
Last Name	First Name	Workflow State (Internal)	Application Date	Documents	Degree:	(Actions)
			February 23, 2013 at 04:31	Cover Letter,		Actions

As the applicant statuses are changed throughout the search, the remaining "Active" applicants will display on the screen. Accessing the "Inactive" can be done at any time:

- Select "More Search Options"
- Highlight "Inactive" and click "Search"

UNIY	ersity of maryLand		Inbox         PeopleAdmin           Watch List         APPLICANT TRACKING
	He	ome Postings Hiring Proposals   My Pr Sherry Coste	rofile Help IIo, you have 4 messages. Search Chair/Designee 💌 C logout
Postings	/ Exempt / Test Exempt Manager (Poster Posting: Test Exempt Manager (Poster Current Status: Posted Position Type: Exempt Department: VPAA-University Human Resources Summary History Settings		Take Action On Posting  WORKFLOW ACTIONS Keep working on this Posting Send Recommended Finalists to Equity Administrator (move to Send Recommended Finalists to Equity Administrator) Associated Position
	Open Saved Search   Search:		Search Hide search options

Once all applicants are reviewed, statuses are updated, and finalists have been selected they must be sent to Equity for review. The only applicants that should be "Active" at this time are the finalists with the applicant status of "Recommend as Finalist." To forward the finalist to Equity:

- Attach the minutes under "Supplemental Documents"
- Click the down arrow on "Take Action on Posting"
- Select "Send Recommended Finalist to Equity Administrator"
- "Keep Working on This Posting" saves work to send at a later time

*NOTE:* For open until filled positions, the action of sending the finalists to Equity will close and remove the posting from the web. Contact the eTerp Service Center to have it reposted.

*To remove a posting from the web prior to sending the finalist to Equity contact the eTerp Service Center.* 

#### **Search Committee Members**

As applicants apply to the posting, Committee Members will have access to the applicants and their associated documents.

Access eTerp2 at: <u>https://eterp.umd</u>

University College F	y of Maryland <sup>P</sup> ark
Username	
Password	
	Login

• Login using Directory ID and Password

elerp2					Watch List	APPLICANT TRACKING
	Home	Postings	My Profile	Help		
			Sherry	Costello, you have 4	mestages. Search C	Committee Member 💽 🗷
Welcome to your Online Recr						

• Verify user role is Search Committee Member

	DDIEAdmin PLICANT TRACKING	acce seleo	hange user role ss the drop dov ct Search Chair/	n Designee	
rry Costello, you have 4 messages. Search Chair/C Chair/Dept App Creator Dean/VP Appre Employee Equity Adminis Faculty Positio Hiring Official Major Unit Hea Provost/Presid Shortc UHR Univ Equity Ad	vrover bover trator n Specialist d ent Approver resignee ttee Member	CIICK	the arrow to re	fresh	
You are now viewing the system as a mem	ber of the Search Committe	e Member group			8
eTerp2			Watch	APPLICANT TRACKING	
	Home Posting	s   My Profile Hel	P		

Welcome to your Online Recruitment System

A green message appears at the top of the screen informing users of new role

Contact the eTerp Service Center at x55600, if unable to access the correct user role

UNIVERSITY OF MARYLAND						Inbox Watch List	PeopleAdmin Applicant tracking	
	Home	Postings	Hiring Proposals	My Profile	Help		$\overline{}$	
			S	herry Costello, you	have 4 messag	ges. Search	Chair/Designee 🔹 C	logout

- Verify on the "Applicant Tracking" module (header will appear in **blue**)
- User must be in Applicant Tracking to access postings

Inbox PeopleAdmin Watch List POSITION MANAGEMENT	To change from Position Management to Applicant Tracking:
APPLICANT TRACKING	Hover over the arrow to display the drop down box
Sherry Costello, you have 4 messages. Search Chair/Designee 🔹 C logout	<ul> <li>Select Applicant Tracking – the page will update automatically</li> </ul>

		Home	Postings   M	y Profile Help			
		Tionic	Nonexempt			0	
			Exempt	herry Costello, you	nave 4 messages.	Search Comm	ittee Member 💽 C
			Faculty	1			
			Hourly/GA/Pool				
Welcome to you			Hourly/GA/Pool		Short		
	r Online Recruiti		Hourly/GA/Pool		Short	cuts	

To access the posting a user has been assigned: Click "Postings" to display the position types Highlight and click the position type (i.e., Exempt)

Open Save	d Search ¥	Search	:[				Search	More search o	ptions	
					0					
Savec	Search: "P	osted Posi	tions" (2 Ite	ems Found)	0					Actions
unctional tle:	Position Number	Posting Number	Created From	Workflow State	Active Applications	Posting Date	Closing Date	Unit	Best Consideration Date	(Actions)
est Exempt								VPAA-University		Actions <b>v</b>
anager	Exempt26	E00008	Position	Posted	0	02/06/2013		Human	02/15/2013	
	Savec	inctional Position de: Number	Saved Search: "Posted Posi inctional Position Posting le: Number Number st Exempt Exempt Exempt26 E00008	Saved Search: "Posted Positions" (2 Ite Inctional Position Posting Created le: Number Prom st Exempt Exempt Exempt 26 E00008 Position	Saved Search: "Posted Positions" (2 Items Found) Inctional Position Posting Created Workflow Ide: Number From State St Exempt Exempt 26 E00008 Position Posted	Saved Search: "Posted Positions" (2 Items Found)         Saved Search: "Posting Posting Rumber         Created Workflow State         Active Applications           ist Exempt         Exempt 26         E00008         Position         Posting Posting Posting Posted         0	Saved Search: "Posted Positions" (2 Items Found)       Second Search: "Posting Position       Created       Workflow       Active Applications       Posting Date         Inctional le:       Number       Number       From       State       Applications       Date         st Exempt       Exempt26       E00008       Position       Posted       0       02/06/2013	Saved Search: "Posted Positions" (2 Items Found)       Saved Search: "Posted Position       Created       Workflow       Active       Posting       Closing         Inctional le:       Number       Posting       Created       Workflow       Active       Posting       Closing         Is:       Number       Posting       Created       Workflow       Active       Posting       Date         st Exempt       Exempt26       E00008       Position       Posted       0       02/06/2013	Saved Search: "Posted Positions" (2 Items Found)     Source       Inctional le:     Number     Posting From     Created Workflow Active Applications     Posting Date     Unit       Ite:     Number     From     State     Applications     Date     Unit       Ite:     Number     From     State     Applications     Date     Unit       Ite:     Number     From     State     0     02/06/2013     Human	<ul> <li>Saved Search: "Posted Positions" (2 Items Found) </li> <li>Inctional Position Number</li> <li>Position Posting Created Workflow Active Applications Date</li> <li>State</li> <li>Position Date</li> <li>VPAA-University</li> <li>VPAA-University</li> </ul>

This page displays positions that are currently posted and as a Search Committee Member, the user has access to

Search	More search options

To Search for postings that are closed and removed from the web:

• Select "More search options"

Open Saved Search V	Search:				Search	Hide search opt	ions	
	Add Column:	Add Column		٠				
	Workflow State:	Posted Approved for Internal S Republished Closed/Removed from						
	Department:	AGNR-AES-Agriculture AGNR-AES-Agriculture AGNR-AES-Agriculture AGNR-AES-CMREC (0	Business Office Experiment Station- Experiment Station-					
	Position Number:							
d hoc Search	Po	sted Positions	8					

- Highlight the "Workflow State" or "Department" or enter a "Position Number"
- Click "Search"

		Departmen	AgnR-AES AGNR-AES AGNR-AES AGNR-AES		siness Office periment Station-A periment Station-A					
Ad hoc Searc			osted Positio		0					Antinum
	I Search: "P	osted Posi	tions" (3 Ite	ems Found)	Q				Best	Actions
Functional Title:	Position Number	Posting Number	Created From	Workflow State	Active Applications	Posting Date	Closing Date	Unit	Consideration Date	(Actions)
								Unit VPAA-University Human Resources	Consideration	(Actions)
Title: Testing Exempt	Number	Number	From	State	Applications	Date	Date	VPAA-University Human	Consideration	

To access assigned position:

• Click the title of the position

sting	s / Exempt / Testing Exempt Document	s (Posted) / Summary	Search Results: N
	Posting: Testing Exemp Current Status: Posted Position Type: Exempt Department: VPAA-University Human Resources	t Documents (Exempt) Created by: Sherry Costello Owner: Search Chair/Designee	<ul> <li>See how Posting looks to Applicant</li> <li>Print Preview (Applicant View)</li> <li>Print Preview</li> </ul>
	Summary History Applica	nts Reports	
	Please review the details of the	posting carefully before continuing.	

The Summary Page allows committee members to view the position details such as minimum qualifications, position summary, etc.

			Sherry Costello, you have 4 messages. Search Committee Member 🔹 🖒 logout
Postings	/ Exempt / Testing Exempt Document	s (Posted) / Summary	Search Results: Next
	Posting: Testing Exemp Current Status: Posted Position Type: Exempt Department: VPAA-University Human Resources	ot Documents (Exempt) Created by: Sherry Costello Owner: Search Chair/Designee	<ul> <li>★ See how Posting looks to Applicant</li> <li>A Print Preview (Applicant View)</li> <li>A Print Preview</li> </ul>
	Summary History Applica	ants Reports	

To access applicants click "Applicants"

Name Name (Internal) Date Documents Degree Actions January 09:2013 at 12:11 Cover Letter. Bachelor's Degree Actions		II I SOMERIAN	Applicants Reports				
<ul> <li>Saved Search: "My Degree Search" (2 Items Found) </li> <li>Last Name Name Workflow State (Internal)</li> <li>Costello Sherry Under Review By Search Committee January 09, 2013 at 12:11</li> <li>Costello Sherry Content Committee Content Co</li></ul>	Open Sa	ved Search ¥	Search:		Search Mo	ore search options	
Last     First     Workflow State (Internal)     Application Date     Documents     Degree:     (Actions       Costello     Sherry     Under Review By Search Committee     January 09, 2013 at 12:11     Cover Letter,     Bachelor's Degree     Actions	My Degree	Count	0				
Name         Name         (Internal)         Date         Documents         Degree:         (ucconstance)           January 09, 2013 at 12:11         Cover Letter,         Bachelor's Degree         Actions with the second							
Costello Sherry Under Review By Search Committee				,			Actions
Costello Sherry Onder Review by Search Committee pm Resume Earned	Save Last	ed Search: "My First	v Degree Search" (2 Items Found) Workflow State	Application	Documents	Degree:	Actions (Actions)
	Save Last Name	ed Search: "My First Name	V Degree Search" (2 Items Found) ( Workflow State (Internal)	Application Date	and the second	-	

The applicant page displays relevant applicant information such as name, application date, and workflow state.

	Summary	History	Applicants Reports				
	Open Saved	I Search ¥	Search:		Search Mo	ore search options	
1	My Degree Se		Contraction (2 Items Found)				Actions
	Last	First Name	Workflow State (Internal)	Application Date	Documents	Degree:	(Actions)
	Name	rearrie			Cover Letter,	Bachelor's Degree	Actions
11	Name Costello	Sherry	Under Review By Search Committee	January 09, 2013 at 12:11 pm	Resume	Earned	

This screen displays all the "active" applicants in the pool.

• To view applicants individually click the applicant's Last Name.

ch ▼	Search:		Search	Hide search options
	Add Column:	Add Column	•	
	Active/Inactive:	Inactive Active		
	Workflow State:	Selected for Screening Interview (Phone ,Airport, Etc) -Not Ac Selected for formal interview-Not Advanced Further Applied after best consideration date Finalist-Not Selected		

To view "Inactive" and "Active" applicants:

- Click "More Search Options"
- Highlight "Inactive"
- Highlight both "Active" and "Inactive" to view all applicants

	Position Tyj Department Human Re	VPAA-University	Created by: Daniel Gallaghe Owner: Search Chair/Design			isting looks to Applicant w (Applicant View) w	
	Summary	History Ap	plicants Reports				
	Open Saved	l Search ▼ S	earch:		Search Mo	ore search options	
1	My Degree Se	arch 🛛					
	A 1	Search: "My Deg	ree Search" (2 Items Found) 🔞	1			Actions
	Saved						
	Saved Last Name	First Name	Workflow State (Internal)	Application Date	Documents	Degree:	(Actions)
	Last			Date February 23, 2013 at 04:31	Documents Cover Letter, Resume	Degree: Masters Degree Earned	(Actions) Actions▼

• To view applicants individually, click the applicant's Last Name

Current Status: Under Review By Application form: UMD Profile	Search Committee	📩 View Posting Applie	d To
Full name: Alex Ovechkin	Created by: Alex Ovechkin	Preview Application	←
Address:	Owner: Search Chair/Designee		
1 Capitals Way			
Washington			
Username: ov			
Email: ov@caps.com			
Phone (Primary):			
Phone (Secondary): Position Type: Exempt			
Department: VPAA-University Human Resources			
Summary Recommendation	s (0 of 0) History		

• Scroll down the page to view the applicant information or click "Preview Application" to view the information

Required Docu	ments		
Document Type	Name	Conversion Status	
Cover Letter	Cover Letter 02-23-13 15:35:36 (22.9 KB)	PDF complete	
Resume	Resume 02-23-13 15:36:39 (46.4 KB)	PDF complete	
No optional docur	nents added.		
Recommendati	on Documents		
No recommendati	ons submitted.		
PDF Document	S		
Document Type			
Application			Recreate PDF
Application and atta	ched documents		Recreate PDF

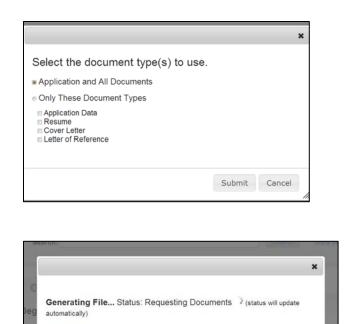
At the bottom of the screen, users will find multiple ways to view the required applicant documents such as cover letter and resume.

- To view documents separately under the "Required Documents" click the link next to the document type
- To view all documents in one PDF click "Application and attached documents"

	Summary	History	Settings Applicants Reports	Hiring Proposals	Associated Posit	ion
	Open Saved	I Search 🔻	Search:		Search Mo	ore search options
M	My Degree Se	earch	0			
	Saved	Search: "My De	egree Search" (4 Items Found) 👩			Actions
	Saved	Search: "My De First Name	egree Search" (4 Items Found)  Workflow State (Internal)	Application Date	Documents	Actions GENERAL Review Screening Question Answers
	Last	First	Workflow State	Application	Documents Cover Letter, Resume	GENERAL Review Screening Question Answers Download Screening Question Answers
8	Last Name	First Name	Workflow State (Internal)	Application Date February 21, 2013 at 12:30	Cover Letter,	GENERAL Review Screening Question Answers Download Screening Question Answers Export results BULK
d d	Last Name Manning	First Name Peyton	Workflow State (Internal) Under Review By Search Committee	Application Date February 21, 2013 at 12:30 pm February 23, 2013 at 04:30	Cover Letter, Resume Cover Letter,	GENERAL Review Screening Question Answers Download Screening Question Answers Export results

To view multiple applicants and documents at one time:

- Place a check in the box next to "Last Name"
- Hover over the "Actions" tab to display the menu options
- Select "Download Applications as PDF"



Please do not close this window until the download has started.

Users have the option of viewing all applicant materials or limiting on certain documents.

To limit on certain documents:

- Select "Only These Document Types"
- Select the documents to be viewed
- Click "Submit"

A status message will appear indicating the file is generating.

Once the file is generated, the documents will open as a PDF. To exit the documents page simply use the back button.

## **Hiring Officials**

When the search committee has identified the finalists, the Search Chair will forward the list to Equity for review. If approved, the Equity Administrator will then forward the finalist to the Hiring Official. It is at this point that the Hiring Official can begin reviewing the finalists and conduct the interviews. The Hiring Official is <u>required</u> to change the applicant statuses appropriately as the search progresses until the final candidate is identified and "Recommended for Hire." Below are the instructions for reviewing the finalists and their applicant documents.

University of Maryland To access eTerp2 go to: <u>http://eterp.umd.edu</u> **College** Park Login using Directory ID and Password Username Password Login UNIVERSITY OF MARYLAND Inbox PeopleAdmin eTerp2 APPLICANT TRACKING Watch List Home Postings Hiring Proposals | My Profile Help Sherry Costello, you have 4 nessages. Hiring Official • C logout Verify user role is Search Chair/Designee PeopleAdmin Inbox To change role:

- Access the dropdown
- Select Hiring Official
- Click the arrow to refresh

A green message appears at the top of the screeninforming user of new role.

You are now viewing the system as a member of the Hiring Official group

 Watch List
 APPLICANT TRACKING
 Home
 Postings
 Hiring Proposals
 My Profile
 Help

 Sherry Costello, you have 4 messages.
 Hiring Official
 C logout

Contact the eTerp Service Center at x55600, if unable to access the correct user role

Watch List

Hiring Official

Chair/Dept Approver Creator Dean/VP Approver Employee Equity Administrator

Faculty Position Specialist

Major Unit Head Provost/President Approver Search Chair/Designee Shortc UHR Univ Equity Administrator

| My Profile

Sherry Costello, you have 4 messages.

APPLICANT TRACKING

· C.

UNIVERSITY OF MARYLAND					•		opleAdmin Pplicant tracking	
	Home	Postings	Hiring Proposals	My Profile	Help			
			S	herry Costello, you	have 4 message	es. Hiring Official	• ¢	logout

• Verify on the "Applicant Tracking" module (header will appear in **blue**)

Inbox Watch List My Profile Help	<ul> <li>To change from Position Management to</li> <li>Applicant Tracking: <ul> <li>Hover over the arrow to display the drop down box</li> </ul> </li> </ul>
--	---

Select Applicant Tracking

UNIVERSITY OF MARYLAND			(Inbox) Watch List	PeopleAdmin APPLICANT TRACKING	•
Home	Postings Hiring Proposals	My Profile H	lelp		
	Nonexempt	Sherry Costello, you have	4 messages. Hiring C	Official • C	logou
	Exempt		-		
	Faculty				-
	Hourly/GA/Pool				
Welcome to your Online Recruitment	nt System				
ĺ			Shortcuts		
Inbox (14 items need your attention)			Shoricuts		

- Click "Postings" to display the dropdown box
- Highlight and click the position type being accessed

Open Save	ed Search ▼	Search	:				Search	More search o	options	-
Ad hoc Sear	ch	F	Posted Positio	ons	0					
Save	d Search: "I	Posted Posi	tione" (2 It	ma Found)						Actions
- ouro	a Search.	Posted Post		enis Found)	0					Actions
Functional Title:	Position Number	Posting Number	Created From	Workflow State	Active Applications	Posting Date	Closing Date	Unit	Best Consideration Date	(Actions)
Functional Title: Testing	Position Number	Posting Number	Created From	Workflow State	Active Applications	Date	Date	VPAA-University	Consideration Date	
Functional Title:	Position	Posting	Created	Workflow	Active				Consideration Date	(Actions)

After selecting the position type, a summary page is displayed with all currently posted positions. The summary page displays useful information such as title, position number, posting number, posting/closing date, unit, workflow state, and the number of active applicants.

• To access postings on a different workflow such as closed and removed from the web select "More search options"

H	Home Postings Hiring Proposals   My Profile Help	-
	Sherry Costello, you have 4 messages. Hiring Official 🔹 🖒 logou	t
Postings / Exempt		
Exempt Postings		
Open Saved Search ▼ Search:	Search Hide search options	
Add Column:		
Workflow State:	Posted Approved for Internal Search Closed/Removed from Web	
Department:	AGNR-AES-Agriculture Business Office A AGNR-AES-Agriculture Experiment Station-Associate Dir. AGNR-AES-Agriculture Experiment Station-Associate Dir. AGNR-AES-CMREC (Central MD) -	
Position Number:		

• Highlight the workflow state being search (i.e., Closed/Removed from Web) and click Search

	Open Save	ed Search ¥	Search	1:				Search	More search o	options	
	Ad hoc Sear	ch	0	Posted Position	ons						
											0
	Ad hoc Se	earch (2 Iter	ms Found)	Save this sear	ch?						Actions
1	Ad hoc Se Functional Title:	Position Number	ms Found) Posting Number	Save this sean Created From	workflow State	Active Applications	Posting Date	Closing Date	Unit	Best Consideration Date	
1	Functional	Position	Posting	Created	Workflow				Unit VPAA-University	Consideration Date	Actions (Actions
10	Functional Title:	Position	Posting	Created	Workflow					Consideration Date	(Actions

- To access the posting click the title link
- The summary page displays useful information such as title, position number, posting number, posting/closing date, unit, workflow state, and the number of active applicants

Posting: Test Exempt N Current Status: Posted Position Type: Exempt Department: VPAA-University Human Resources	Ianager (Exempt) Edit Created by: Daniel Gallagher Owner: Search Chair/Designee	Take Action On Posting ▼                 See how Posting looks to Applicant                  Print Preview (Applicant View)                  Print Preview
Summary History Setting	Applicants Reports   Hiring Prop	osals Associated Position
Please review the details of th	e posting carefully before continuing.	
may add a Comment to the po		r the orange "Take Action on this Posting" button. You List. in the popup box that appears. When you are
Posting Page to Edit. If a sec		mmary Section. This will take you directly to the oint, you will need to review this section and make

All information related to the posting is now available for the Search Chair/Designee.

• To access the applicants click the "Applicants" tab

Departme	ype: Exempt nt: VPAA-University lesources	Created by: Daniel Gallagher Owner: Hiring Official : Sherry Costello		Print Preview (A	oplicant View)	
Summary	History Set	ttings Applicants Reports	Hiring Proposals A	ssociated Position		
Open Save	ed Search ▼ Se	earch:		Search More se	earch options	
My Degree S	Search 🛛 🕄					
Saved	d Search: <b>"My Deg</b> r	ree Search" (2 Items Found) 💿				Actions
Last Name	First Name	Workflow State (Internal)	Application Date	Documents	Degree:	(Actions)
Last		Workflow State (Internal) Recommended as Finalist-Reviewed by Equity	Date February 23, 2013 at 04:31	Cover Letter,	Degree: Masters Degree Earned	(Actions) Actions •

This screen displays all the "active" applicants in the pool.

• To view applicants individually click the applicant's last name

Ovechkin Created by: Alex Ovechkin	review Application
Owner: Hiring Official  s.com  ): ary): Exempt YAA-University rces	
	): lary): Exempt PAA-University

• Scroll down the page to view the applicant information or click "Preview Application" to view the information

Required Docu	ments		
Document Type	Name	Conversion Status	
Cover Letter	Cover Letter 02-23-13 15:35:36 (22.9 KB)	PDF complete	
Resume	Resume 02-23-13 15:36:39 (46.4 KB)	PDF complete	
Optional Docur	nents		
No optional docur	nents added.		
Recommendati	on Documents		
No recommendat	ions submitted.		
	S		
PDF Document			
PDF Document Document Type Application			Recreate PDF

At the bottom of the screen, users will find multiple ways to view the required applicant documents such as resume and cover letter.

- To view documents separately, click the link document link under
- To view all documents in one PDF, click "Application and attached documents"

Saved	Search: "My D	egree Search" (2 Items Found) 👩			Actions
	3				GENERAL
/ Last Name	First Name	Workflow State (Internal)	Application Date	Documents	Review Screening Question Answers
Brady	Tom	Recommended as Finalist-Reviewed by Equity	February 23, 2013 at 04:31 pm	Cover Letter, Resume	Download Screening Question Answers
a complete	Alau	Recommended as Finalist-Reviewed by	February 23, 2013 at 04:38	Cover Letter,	Export results
Vechkin Ovechkin	Alex	Equity	pm	Resume	BULK Move in Workflow
					Download Applications as

To view multiple applicants and documents at one time:

- Place a check in the box next to "Last Name"
- Hover over the "Actions" tab to display the menu options
- Select "Download Applications as PDF"

		×
Select the document type(s) to use. Application and All Documents Only These Document Types Application Data Resume Cover Letter Letter of Reference		
	Submit	Cancel

To exit the documents page simply use the back button

Users have the option of viewing all applicant materials or limiting on certain documents.

To limit on certain documents:

- Select "Only These Document Types"
- Select the documents being viewed

	Saved	Search: "My D	egree Search" (2 Items Found) 🔞			Action	5
2	Last	First	Workflow State (Internal)	Application	_	GENERAL Review Screening Question	-
	Name	Name		Date	Documents	Answers	
	Brady	Tom	Recommended as Finalist-Reviewed by	February 23, 2013 at 04:31	Cover Letter,	Download Screening Question Answers	
	Diddy	1 OIII	Equity	pm	Resume		
	-	Alexa	Recommended as Finalist-Reviewed by	February 23, 2013 at 04:38	Cover Letter,	Export results	
×	Ovechkin	Alex	Equity	pm	Resume	BULK	
						Move in Workflow	
						Download Applications as PDF	

After reviewing finalists, their statuses should be changed appropriately. Applicant statuses can be changed by accessing each applicant separately or by selecting more than one applicant.

- Select the applicant(s) being change
- Select "Move in Workflow"

	Change for all	applicants Select a workflow state	×
Applicant	Current State	New State	Reason
Tom Brady	Recommended as Finalist-Reviewed by Equity	Recommend for Hire	
Alex Ovechkin	Recommended as Finalist-Reviewed by Equity	Finalist-Not Selected	Please select Please select Due to Job Experience Due to Job Skills
Save change	s or Cancel		Due to Education Due to Education Due to Interview Performance Due to Presentation Performance Due to Recommendations/References Applicant Did Not Show for Interview Tried But Could Not Contact Applicant Withdrew From Consideration

- Click the down arrow to display the applicant statuses
- Highlight the appropriate applicant status
- For Finalist-Not Selected select a reason

	Change for all a	Select a workflow state	
Applicant	Current State	New State	Reason
Tom Brady	Recommended as Finalist-Reviewed by Equity	Recommend for Hire	
Alex Ovechkin	Recommended as Finalist-Reviewed by Equity	Finalist-Not Selected	Due to Job Experience
Save change	es or Cancel		

• Click "Save Changes" or Cancel to cancel the choices

1	Started the process to transition thes	e applicants	s. This may ta	ke several minutes.					8	
	<b>e</b> Terp <b>2</b>						Watch List	APPLICANT TRACKING		
		Home	Postings	Hiring Proposals	My Profile	Help				

• Notice the green message at the top of the screen

Open Saved Searc	h v Search:			Search Hide	e search options	
	Add Column:	Add Column		×		
	Active/Inactive:	Inactive Active				
	Workflow State:	Draft Recommended as Finalist-Re Recommend for Hire Hired	- viewed by Equity			
My Degree Search	0					
		earch" (1 Item Found)	Q			Actions
Saved Searc		Search" (1 Item Found) Workflow State (Internal)	S Application Date	Documents	Degree:	Actions (Actions)

As the finalists statuses are changed throughout the search, the remaining "Active" applicants will display on the screen. Users can access the "Inactive" at any time:

- Select "More Search Options"
- Highlight "Inactive" and click "Search"

Departme	ype: Exempt nt: VPAA-University esources	Created by: Daniel Gall Owner: Hiring Official : Costello	Sherry	<ul> <li>See how Posting looks to Applicant</li> <li>Print Preview (Applicant View)</li> <li>Print Preview</li> </ul>		
Summary	History Setti	ngs Applicants Rep	orts Hiring Proposals	Associated Positio	n	
Open Save	ed Search ▼ Sea	arch:		Search More	e search options	
My Degree S	Search 🛛 🕲					
	d Search: "My Degre	ee Search" (1 Item Found)	o			Actions
Saved		Workflow State	Application		Degree:	(Actions)
<ul> <li>Saved</li> <li>Last</li> <li>Name</li> </ul>	First Name	(Internal)	Date	Documents	Degree:	(riouono)

The remaining finalist should be the candidate that is recommended for hire. Once the approval is given to hire the candidate a Hiring Proposal should be created and routed for approval. Both the Creator and Hiring Official have the ability to create the Hiring Proposal. The final action of the Hiring Official is now to send the posting to the Creator to designate as filled.

Current Status: Equity Finalists Reviewed Position Type: Exempt Department: VPAA-University Human Resources		Created by: Daniel Gallagher Owner: Hiring Official : Sherry Costello	WORKFLOW ACTIONS Keep working on this Posting Send to Creator to Designate Posting as Filled (move to Send to Creator to Designate Posting as Filled)			
	Summary Histor	y Settings	Applicants Reports H	iring Proposals Associated	Position	
	Open Saved Search v	Search:		Search	More search options	
м	ly Degree Search	0				

To send to the Creator:

- Click the down arrow on "Take Action on Posting"
- Select "Send to Creator to Designate Posting as Filled (move to Send to Creator to Designate Posting as Filled)"

Take Action	×
Send to Creator to Designate Postin as Filled (move to Send to Creator to Designate Posting as Filled)	
Comments (optional)	A:
l I	
	9
Add this posting to your watch list?	
Submit Cancel	
Submit	1.

Enter any comments for the Creator. These comments will be stored in history as part of the permanent record.

Check the box to add this posting to watch list.

Click "Submit"

## **Nonexempt Postings**

### **Hiring Officials**

Nonexempt positions are posted for two weeks. Applicants submit a general application for each position of interest. Resumes are not accepted in eTerp for nonexempt positions.

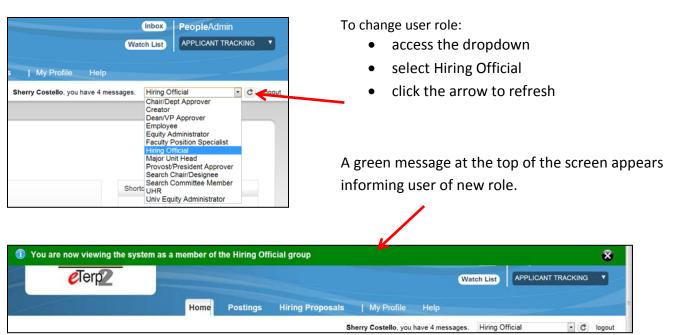
Once the posting has closed, the employment analyst will review the applications of the candidates for the minimum qualifications. Applicants meeting the minimum qualifications will be sent to the Hiring Official for review. The Hiring Official will review the candidates and select which applicants they wish to interview. These applicants should have their statuses changed to "Recommend for List of Eligible" and those not selected should be changed to "Not Recommended (List of Eligible)." Once statuses are changed, the applicants should be sent to the employment analyst for review. Once reviewed, the employment analyst will send the approved List of Eligible to the Hiring Official. It is at this point, that the applicants can be contacted for interviews.

For information regarding the nonexempt search process, contact the Employment Office at x55679. Below are the instructions for the reviewing applicants for nonexempt positions.

Access eTerp2 at: <u>https://eterp.umd.edu</u>	University of Maryland College Park
<ul> <li>Login using Directory ID and Password</li> </ul>	Username Password



• Verify user role is Hiring Official



Contact the eTerp Service Center at x55600, if unable to access the correct user role •

				v	Inbox Vatch List	PeopleAdmin Applicant tracking	
Home	Postings	Hiring Proposals	My Profile	Help			フ
		si	herry Costello, you	have 4 messages	s. Hiring Of	ficial 💽 C	logout

Verify on the "Applicant Tracking" module (header will appear in **blue**)



Select Applicant Tracking

The Hiring Official can access the posting and applicants from their "Inbox" once the eligible candidates have been sent by the Employment Analyst. The applicants will not be viewable until this point. To access the posting from the Inbox:

Click the title link under "Job Title" •

Displaying items	for group "H	iring Official".	
Postings (10+)	Hiring Proposals (0)		Actions (4)
Job Title		Туре	Current State
Program Admir Specialist	histrative	Nonexempt	Send Approved Eligibility/ Hiring Official
Coordinator		Exempt	Equity Finalists Reviewed Official
Test Exempt M	anager	Exempt	Equity Finalists Reviewe

Sherry Costello, you have 4 messages. Hiring Official 🔍 C ostings / Nonexempt / Program Administrative Specialist (Send Approved Eligibility/Interview List to Hiring Official) / Summary Search Results: Previous   N						
	Posting: Program Admin (Nonexempt) Edit Current Status: Send Approved Eligib	·		ction On Posting	-	
	Position Type: Nonexempt Department: VPSA-University Career Center	Created by: Karen McDonald Owner: Hiring Official		nt Preview (Applic nt Preview	ant View)	
	Summary History Setting	Applicants Reports   Hiring Pro	oposals Associate	d Position		
	Please review the details of the	posting carefully before continuing.				
	may add a Comment to the pos	opropriate <b>Workflow Action</b> by hovering over sting and also add this posting to your <b>Watch</b> lick on the <b>Submit</b> button on the popup box.	h List. in the popup b			ou
	Posting Page to Edit. If a sec	Edit link next to the Section Name in the Si ion has an orange icon with an exclamation p noving to the next step in the workflow.				

All information related to the posting and the qualified applicants are now available for the Hiring Official.

• To access the applicants click the "Applicants" tab

History Settings	Applicants Reports Hiring	Proposals Associated Position	
arch v Search:		Search More search options	
	Job Applications" (5 Items Found)		Actions
First Name	Workflow State (Internal)	Application Date Documents	(Actions)
Sherry	UHR - Meets Minimum Qualifications	December 17, 2012 at 08:54 pm	Actions <b>v</b>
Thomas	UHR - Meets Minimum Qualifications	December 17, 2012 at 09:00 pm	Actions
moniaa			
Kim	UHR - Meets Minimum Qualifications	December 18, 2012 at 06:33 am	Actions v
	Applications ③	Applications ③ arch: "Non Exempt Job Applications" (5 Items Found) First Name Workflow State (Internal)	Applications 3 arch: "Non Exempt Job Applications" (5 Items Found) First Name Workflow State (Internal) Application Date Documents

This screen displays all the "active" qualified applicants in the pool.

• To view applicants individually click the applicant's last name.

Job application: Thom Current Status: UHR - Meets Minin Application form: General Applicati	num Qualifications	Take Action On Job Application  View Posting Applied To
Full name: Thomas Cosz Address: 123 Who Knows Street College Park Username: cosz Email: sherryc58@gmail.com Phone (Primary): Phone (Secondary): Position Type: Nonexempt Department: VPSA-University Career Center Summary Recommendations	Created by: Thomas Cosz Owner: Hiring Official	Preview Application

• Scroll down the page to view the applicant information or click "Preview Application" to view the information

No required documents added.	
Optional Documents	
No optional documents added.	
Recommendation Documents	
No recommendations submitted.	
PDF Documents	
Document Type	
Application	Recreate PDF
Application and attached documents	Recreate PDF

- To view the application in another format click "Application"
- To exit the application simply use the back button

		Workflow State:	Draft Under Review by UHR UHR - Meets Minimum Qualifications Recommended for list of eligibles	A E	
١	Non Exempt Job A		Job Applications" (5 Items Found)		Actions
					GENERAL
	Last Name	First Name	Workflow State (Internal)	Application Date	Review Screening Question
	Last Name Costello	First Name Sherry	Workflow State (Internal) UHR - Meets Minimum Qualifications	Application Date December 17, 2012 at 08:54 pm	Review Screening Question Answers
8					Review Screening Question
2	Costello	Sherry	UHR - Meets Minimum Qualifications	December 17, 2012 at 08:54 pm	Review Screening Question Answers Download Screening
2	Costello Cosz	Sherry Thomas	UHR - Meets Minimum Qualifications UHR - Meets Minimum Qualifications	December 17, 2012 at 08:54 pm December 17, 2012 at 09:00 pm	Review Screening Question Answers Download Screening Question Answers
N N	Costello Cosz Colbert	Sherry Thomas Kim	UHR - Meets Minimum Qualifications UHR - Meets Minimum Qualifications UHR - Meets Minimum Qualifications	December 17, 2012 at 08:54 pm December 17, 2012 at 09:00 pm December 18, 2012 at 06:33 am	Review Screening Question Answers Download Screening Question Answers Export results

To view multiple applications at one time:

- Place a check in the box next to "Last Name"
- Hover over the "Actions" tab to display the menu options
- Select "Download Applications as PDF"

		×
Select the document type(s) to use.		
Application and All Documents		
<ul> <li>Only These Document Types</li> </ul>		
Application Data		
	Submit	Cancel

- Select "Application and All Documents
- Click "Submit"

• To exit the documents page simply use the back button

Saved S	earch: "Non Exempt	Job Applications" (5 Items Found)		Actions
		()		GENERAL
Z Last Name	First Name	Workflow State (Internal)	Application Date	Review Screening Question
Costello	Sherry	UHR - Meets Minimum Qualifications	December 17, 2012 at 08:54 pm	Answers Download Screening
Cosz	Thomas	UHR - Meets Minimum Qualifications	December 17, 2012 at 09:00 pm	Question Answers
Colbert	Kim	UHR - Meets Minimum Qualifications	December 18, 2012 at 06:33 am	Export results
McDonald	Karen	UHR - Meets Minimum Qualifications	December 18, 2012 at 12:14 pm	BULK
Z Calbert	Ryan	UHR - Meets Minimum Qualifications	December 18, 2012 at 12:18 pm	Move in Workflow
				Download Applications as

After reviewing the finalists their statuses, should be changed appropriately. Applicant statuses can be changed, by accessing each applicant separately or by selecting more than one applicant.

- Select the applicant(s) being changed
- Select "Move in Workflow"

Editing: Workflow States for 5 Applicants						
	Change for all applicants	Recommended for list of eligibles •				
Applicant	Current State	New State	Reason			
Sherry Costello	UHR - Meets Minimum Qualifications	Recommended for list of eligibles				
Thomas Cosz	UHR - Meets Minimum Qualifications	Recommended for list of eligibles				
Kim Colbert	UHR - Meets Minimum Qualifications	Recommended for list of eligibles				
Karen McDonald	UHR - Meets Minimum Qualifications	Recommended for list of eligibles				
Ryan Calbert	UHR - Meets Minimum Qualifications	Not Recommended (List of Eligibles)	Please select   Please select			
Save changes	r Cancel		Due to Job Experience Due to Job Skills			

- Click the down arrow to display the applicant statuses
- Highlight the appropriate applicant status
- For Finalist-Not Selected select a reason
- Click "Save Changes"

1	Started the process to transition	these applicants. This may take several minutes.			$\overline{\mathbf{x}}$
	<b>e</b> Terp2		Watch List	APPLICANT TRACKING	

• Notice the green transition message at the top of the screen

(N Cu	osting: Program Admin Ionexempt) Edit Irrrent Status: Send Qualified Candid sition Type: Nonexempt		Take Action On Posting WORKFLOW ACTIONS Keep working on this F Send Selected Eligibilit to UHR (move to Send	Posting ty/Interview list
	partment: VPSA-University reer Center	Owner: Hiring Official	Eligibility/Interview list t	
Su	mmary History Settings	Applicants Reports Hirin	g Proposals Associated Position	
Op	en Saved Search V Search:		Search More search	h options
Non E	xempt Job Applications			
NOTE	Applications			
0	Saved Search: "Non Exempt	Job Applications" (4 Items Found)		Actions
🗆 Last	Name First Name	Workflow State (Internal)	Application Date Doc	cuments (Actions)
Coste	llo Sherry	Recommended for list of eligibles	December 17, 2012 at 08:54 pm	Actions
Cosz	Thomas	Recommended for list of eligibles	December 17, 2012 at 09:00 pm	Actions
Colbe	rt Kim	Recommended for list of eligibles	December 18, 2012 at 06:33 am	Actions
		Recommended for list of eligibles	December 18, 2012 at 12:14 nm	Actions

The applicants selected as "Recommended for List of Eligibles" must be sent to the Employment Analyst for review. Applicants should NOT be contacted for interviews, until the Analyst has reviewed and approved the selected candidates. To send the selected applicants to Employment:

- Click the down arrow on "Take Action on Posting"
- Click "Send Selected Eligibility/Interview List to UHR"

Take Action 🗙
Send Selected Eligibility/Interview list to UHR (move to Send Selected Eligibility/Interview list to UHR)
Sherry Costello Comments (optional)
Add this posting to your watch list?
Submit Cancel

- Select the Employment Analyst
- Add any comments for the Analyst (comments become part of the historical record of the posting)
- Check to add to Watch List
- Click "Submit"

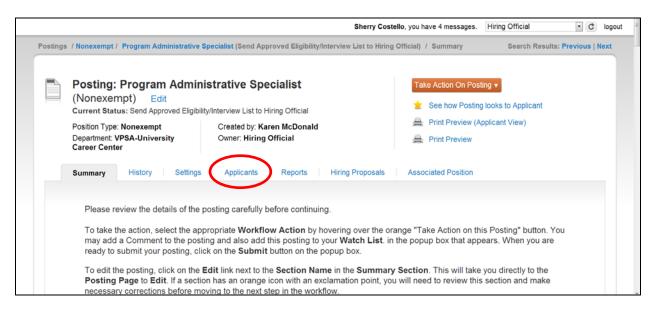
Once the Employment Analyst reviews the selected candidates, they will change the applicant statuses of those selected to "UHR Approved List of Eligibles." The approved List of Eligibles will be sent to the Hiring Official and can be accessed from the Inbox. At this point, the applicants can then be contacted. *Interviewing from the Approved List of Eligibles* 

Inbox PeopleAdmin Watch List PPUICANT TRACKING My Profile Help Sherry Costello, you have 4 messages. Hiring Official Chair/Dept Approver	<ul> <li>Verify user role:</li> <li>access the dropdown</li> <li>select Hiring Official</li> <li>click the arrow to refresh</li> </ul>
Creator Dean/VP Approver Employee Equity Administrator Faculty Position Specialist Himg Official Major Unit Head Provost/President Approver Search Chair/Designee Search Chair/Designee Shortc UHR Univ Equity Administrator	A green message at the top of the screen appears informing user of new role.
You are now viewing the system as a member of the Hiring Official	group 🖉
eTerp2	Watch List APPLICANT TRACKING
Home Postings Hi	ring Proposals   My Profile Help

The Hiring Official can access the posting and applicants from their "Inbox" once the approved list of eligibles, has been sent by the Employment Analyst. To access the posting from the Inbox:

• Click the title link under "Job Title"

🔓 Inbox (15	Inbox (15 items need your attention)				
Displaying items t	for group "Hirir	ng Official".			
Postings (10+)	Hiring Propo	sals (0)	Actions (4)		
Job Title		Туре	Current State	Owner	
Program Admin Specialist	<u>histrative</u>	Nonexempt	Send Approved Eligibility/Interview List to Hiring Official	Hiring Official	
Coordinator		Exempt	Equity Finalists Reviewed Send to Hiring Official	Hiring Official (Sherry Costello)	
Test Exempt M	anager	Exempt	Equity Finalists Reviewed Send to Hiring	Hiring Official (Shern	



• To access the applicants click the "Applicants" tab

	Open Saved Se	earch v Search:		Search More	search options	
	Non Exempt Job	Applications				
					Automa	
	Saved Se	earch: "Non Exempt	lob Applications" (4 Items Found)		Actions	
	Saved Se	earch: "Non Exempt	lob Applications" (4 Items Found)		GENERAL	
2	Saved Se	First Name	UDD Applications" (4 Items Found)	Application Date	GENERAL Review Screening Question	
					GENERAL Review Screening Question Answers	
12	Last Name	First Name	Workflow State (Internal)	Application Date	GENERAL Review Screening Question	
8	Last Name Costelio	First Name Sherry	Workflow State (Internal) UHR Approved (List of Eligibles)	Application Date December 17, 2012 at 08:54 pm	GENERAL Review Screening Question Answers Download Screening	
N N N	Last Name Costello Cosz	First Name Sherry Thomas	Workflow State (Internal) UHR Approved (List of Eligibles) UHR Approved (List of Eligibles)	Application Date December 17, 2012 at 08:54 pm December 17, 2012 at 09:00 pm	GENERAL Review Screening Question Answers Download Screening Question Answers	
N N N	Last Name Costelio Cosz Colbert	First Name Sherry Thomas Kim	Workflow State (Internal) UHR Approved (List of Eligibles) UHR Approved (List of Eligibles) UHR Approved (List of Eligibles)	Application Date December 17, 2012 at 08:54 pm December 17, 2012 at 09:00 pm December 18, 2012 at 06:33 am	GENERAL Review Screening Question Answers Download Screening Question Answers Export results	
N N N	Last Name Costelio Cosz Colbert	First Name Sherry Thomas Kim	Workflow State (Internal) UHR Approved (List of Eligibles) UHR Approved (List of Eligibles) UHR Approved (List of Eligibles)	Application Date December 17, 2012 at 08:54 pm December 17, 2012 at 09:00 pm December 18, 2012 at 06:33 am	GENERAL Review Screening Question Answers Download Screening Question Answers Export results BULK	

To view multiple applications at one time:

Place a check in the box next to "Last Name"

- Hover over the "Actions" tab to display the menu options
- Select "Download Applications as PDF"

Select the document type(s) to use.
Application and All Documents
<ul> <li>Only These Document Types</li> </ul>
Application Data Letter of Reference
Cubrili Consol
Submit Cancel

Summary	History Settings	Applicants Reports Hirin	g Proposals Associated Position	1
Open Saved S	earch v Search:		Search More	search options
Non Exempt Job	Applications 3			
Saved Se	arch: "Non Exempt	Job Applications" (4 Items Found)		Actions
				GENERAL
Zast Name	First Name	Workflow State (Internal)	Application Date	
Last Name     Costello	First Name Sherry	Workflow State (Internal) UHR Approved (List of Eligibles)	Application Date December 17, 2012 at 08:54 pm	GENERAL Review Screening Question Answers Download Screening
<ul> <li>Last Name</li> <li>Costello</li> <li>Cosz</li> </ul>	First Name Sherry Thomas	Workflow State (Internal) UHR Approved (List of Eligibles) UHR Approved (List of Eligibles)	Application Date December 17, 2012 at 08:54 pm December 17, 2012 at 09:00 pm	GENERAL Review Screening Question Answers Download Screening Question Answers
Last Name     Costello	First Name Sherry	Workflow State (Internal) UHR Approved (List of Eligibles) UHR Approved (List of Eligibles) UHR Approved (List of Eligibles)	Application Date December 17, 2012 at 08:54 pm December 17, 2012 at 09:00 pm December 18, 2012 at 06:33 am	GENERAL Review Screening Question Answers Download Screening Question Answers Export results
<ul> <li>Last Name</li> <li>Costello</li> <li>Cosz</li> <li>Colbert</li> </ul>	First Name Sherry Thomas Kim	Workflow State (Internal) UHR Approved (List of Eligibles) UHR Approved (List of Eligibles)	Application Date December 17, 2012 at 08:54 pm December 17, 2012 at 09:00 pm	GENERAL Review Screening Question Answers Download Screening Question Answers
<ul> <li>Last Name</li> <li>Costello</li> <li>Cosz</li> <li>Colbert</li> </ul>	First Name Sherry Thomas Kim	Workflow State (Internal) UHR Approved (List of Eligibles) UHR Approved (List of Eligibles) UHR Approved (List of Eligibles)	Application Date December 17, 2012 at 08:54 pm December 17, 2012 at 09:00 pm December 18, 2012 at 06:33 am	GENERAL Review Screening Question Answers Download Screening Question Answers Export results BULK

As the applicants are interviewed, their statuses should be changed appropriately until a candidate has been selected.

	Change for all ap	Select a workflow state	×
Applicant	Current State	New State	Reason
Sherry Costello	UHR Approved (List of Eligibles)	Recommended for Hire	
Thomas Cosz	UHR Approved (List of Eligibles)	Interviewed -Not Advanced Further	Due to Job Experience
Kim Colbert	UHR Approved (List of Eligibles)	Interviewed -Not Advanced Further	Due to Job Experience
Karen McDonald Save changes	UHR Approved (List of Eligibles) or Cancel	Interviewed -Not Advanced Further •	Please select <ul> <li>Please select</li> <li>Due to Job Experience</li> <li>Due to Job Skills</li> <li>Due to Interview Performance</li> <li>Due to Recommendations/References</li> </ul>

The candidate selected for hire should have the status of "Recommended for Hire." Other candidates should be set to "Interviewed – Not Advanced Further" or "Interviewed-Finalist-Not Selected."

# **Hiring Proposals**

Once a candidate has been selected and the status changed to *Recommend for Hire,* a hiring proposal should be created and routed for approval. Both Creators and Hiring Officials have the ability to begin the Hiring Proposal. Below are the instructions for creating the Hiring Proposal.

### **Creating a Hiring Proposal**

#### Access eTerp2 at: <u>https://eterp.umd.edu</u>

University College F	y of Maryland Park
Username Password	
	Login

• Login using Directory ID and Password

UNIVERSITY OF MARYLAND						Inbox	People/	dmin	
<i>e</i> Terp2					Wa	tch List	APPLICA	NT TRACKING	
	Home	Postings	Hiring Proposals	My Profile	Help	_		-	
			1	Sherry Costello, you	have 4 nessages.	Hiring Of	fficial	• ¢	logout
								_	

• Verify user role is Hiring Official or Creator

Inbox Watch List PeopleAd APPLICANT My Profile Help Sherry Costello, you have 4 messages. Hiring Official Chair/Dept Approver Creator Dean/VP Approver Employee Equity Administrator	<ul> <li>To change user role:</li> <li>Access the drop down</li> <li>Select Hiring Official or Creator</li> <li>Click the arrow to refresh</li> </ul>
Shortc Shortc	A green message at the top of the screen appears informing user of new role.
() You are now viewing the system as a member of	Official group
eTerp2	Watch List APPLICANT TRACKING
Home	gs Hiring Proposals   My Profile Help Sherry Costello, you have 4 messages. Hiring Official C logout

• Contact the eTerp Service Center at x55600, if unable to access the correct user role

UNIVERSITY OF MARYLAND					Wa	Inbox People	Admin ANT TRACKING	
	Home	Postings	Hiring Proposals	My Profile herry Costello, you	Help have 4 messages.	Hiring Official	• C	logout

• Verify on the "Applicant Tracking" module (header will appear in **blue**)

My Profile Help	(nbox) Watch List	PeopleAdmin Position MANAGEMENT Y APPLICANT TRACKING		nge from Position Management to ant Tracking: Hover over the arrow to display the dropdown box
			•	Select Applicant Tracking

Home	Postings Hiring Pro	posals   My Profile Help	
	Nonexempt	Sherry Costello, you have 4 messages. Creator	• C logo
Postings / Nonexempt	Exempt Faculty		
Nonexempt Postings	Hourly/GA/Pool	Create New F	osting
Open Saved Search V Search:		Search More search options	

To access the postings:

- Hover over the "Posting" tab at the top of the page
- Highlight and click the position type

							Sherry Cos	stello, you have 4 mes	ssages. Creator	• ¢
osti	ngs / Nonexe	empt								
N	lonexen	npt Posti	ngs						Create	New Posting
	Open Save	ed Search ▼	Search:					Search	More search options 🗲	-
,	Ad hoc Searc	ch	All	Non Exempt	Postings	0				
	<ul> <li>Saved</li> </ul>	i Search: "A	II Non Exem	pt Postings	" (57 Items I	Found)				Actions
					← Previ	ous 1 2	$\boxed{\text{Next}} \rightarrow$			
		Position	Posting Number:	Created From	Active Applications	Posting Date	Closing Date	Unit	Workflow State	(Actions)
	Functional Title:	Number	Humber.							
1		Number	Hambort	Position Type	0			AGNR-AES-Agriculti Experiment Station- Associate Dir.		Actions <b>v</b>

The initial postings page will display a listing of all "Posted" positions. To search for postings that are closed and removed from the web or at another status:

• Click "More Search Options" to display the additional search categories

	Sherry Costello, you have	4 messages. Creator C logout
Postings / Nonexempt		
Nonexempt Postings		Create New Posting
Open Saved Search <b>v</b> Search:	Search	Hide search options
Add Column:	Add Column	
Workflow State:	Posted  Approved for Internal Search Republished Giosed/Removed from Web	
Department:	AGNR-AES-Agriculture Experiment Station-Associate Dir. AGNR-AES-CMREC (Central MD) AGNR-AES-CMREC-BARC AGNR-AES-CMREC-Forage Research Facility	
Position Number:		

The search can be narrowed by limiting on:

- Workflow State, Department, or Position Number
- Click "Search"
- Click "Hide Search Options" to close the additional search categories

		Positio	on Number:							
	Ad hoc Search		All Non Ex	empt Posti	ngs					
Ad hoc Search (8 Items Found) Save this search? Actions										
	Functional Title:	Position Number	Posting Number:	Created From	Active Applications	Posting Date	Closing Date	Unit	Workflow State	(Actions)
	CAD Specialist I	911113	Non Exempt_0003367	Posting	3	11/09/2012	11/13/2012	VPAA-FM-CMP-Project Management	Closed/Removed from Web	Actions <b>v</b>
	Cashier	112230	Non Exempt_0003368	Position	1	11/14/2012	11/30/2012	VPSA-Res Facilities- Building Access	Closed/Removed from Web	Actions <b>v</b>
	Program Management Specialist	117470	Non Exempt_0003369	Position	1	11/14/2012	11/30/2012	SVPAAP-IIP-Confucius Institute at Maryland	Closed/Removed from Web	Actions <b>v</b>
•	housekeeper	117535	Non Exempt_0003370	Position	2	11/14/2012	11/21/2012	VPSA-Res Facilities- Night Programs	Closed/Removed from Web	Actions <b>v</b>
	Administrative Assistant II	117482	Non Exempt_0003376	Position	1	07/15/2011	07/29/2011	CMNS-Chemical & Life Sciences	Closed/Removed from Web	Actions <b>v</b>

To access the posting and the applicant:

• Click the title of the position

Postings	/ Nonexempt / Program Administrativ	ve Specialist (Closed/Removed from Web) / Summary	Search Results: Previous   Next
	Posting: Program Adm (Nonexempt) Current Status: Closed/Removed fro Position Type: Nonexempt Department: VPAA-University		<ul> <li>See how Posting looks to Applicant</li> <li>Print Preview (Applicant View)</li> <li>Print Preview</li> </ul>

• Click "Applicants" to access the candidate

Position Type: Nonexempt Department: VPAA-University Human Resources		Created by: Wallace King Owner: UHR	A Print Pre	wiew (Applicant View) wiew	
Summary	History Applic	Ants Reports Hiring Proposals			
Open Saved S	earch v Searc	n	Search	More search options	
Non Exempt Job	Applications (3)				
		t Job Applications" (1 Item Found)			Actions
		t Job Applications" (1 Item Found) Workflow State (Internal)	Application Date	Documents	Actions (Actions)

The only applicant(s) on the screen should be those that are at the status of "Recommend for Hire." To begin the hiring proposal:

• Click the "Last Name" of the applicant

Posting	s / / Program Administrative Sp	ecialist (Closed/Removed from Web) / Applicant F	t Review / Wallace King Recommended for Hire	
	Job application: Wall Current Status: Recommended f Application form: General Applic		View Posting Applied To	
	Full name: Wallace King Address:	Created by: Wallace King Owner: Hiring Official	<ul> <li>Proview Application</li> <li>Start Hiring Proposal</li> </ul>	

• Click "Start Hiring Proposal"

Oriver, Bus	(None)	117595	VPSA-Transportation Services	Active	August 17, 2011 at Actions▼ 07:48 am
<ul> <li>Driver, Bus</li> </ul>	(None)	117596	VPSA-Transportation Services	Active	August 17, 2011 at Actions▼ 07:48 am
<ul> <li>Driver, Bus</li> </ul>	(None)	117597	VPSA-Transportation Services	Active	August 21, 2012 at Actions V 08:18 am
<ul> <li>Driver, Bus</li> </ul>	(None)	117600	VPSA-Transportation Services	Active Yes	August 17, 2011 at Actions▼ 07:48 am
Select Position		← Previous 1	2345678	9 99 100 Next→	

- If appointing to the same position number that was posted scroll to the bottom of the page and click "Select Position"
- To appoint to a position number other than the one that was posted scroll to find the position and select by clicking in the radio button, click "Select Position"

Editing Hiring Proposal	Hiring Proposal	Save Next >>
Hiring Proposal	ARC OL - L	
Supplemental Documents	Check spelling	
Hiring Proposal Summary	* Required Information	
	Position Description	
	ATitle	
	Functional Title	
	Position Number:	
	Posting Number Non Exempt_0003363	
	Category Status:	
	Title Class:	
	EEO:	
	Job Family:	

- Fill in all required information such as Proposed Hire Date, and Salary then click Next
- Attach any documents relevant to the search under Supplemental Documents (Note: the applicant documents appear in the hiring proposal at the bottom of the summary screen), click Next
- Continue to the Summary Page and verify information is correct

Equity Administrator)
to Chair/Dept Approver) Send to Equity Admin (move to
Send to Hiring Official (move to Hiring Official) Send to Chair/Dept Approver (mov
Keep working on this Hiring Proposal

Add this hiring proposal to your watch list?

Submit Cancel

Comments (optional)

- From the Summary Page click the down arrow on "Take Action on Hiring Proposal"
- Depending upon the position type (see workflow) select the next role to send to

- Select the name of the next user (if applicable)
- Enter any comments for the next user (the comments are stored in history as part of the permanent record)
- Click the box to add to watch list
- Click Submit

The next user will receive a system-generated email informing them an item in eTerp2 needs attention

#### **Seating the Position**

Once the Hiring Proposal is routed and approved, it will be sent to the Creator to Seat the Position. The Creator will receive a system generated email notification and can access the Hiring Proposal from their inbox. Below are the instructions for seating the position.

Access eTerp2 at: <u>https://eterp.umd.edu</u>

Universit College F	y of Maryland <sup>P</sup> ark
Username	
Password	
	Login

• Login using Directory ID and Password

Home Postings Hiring Proposals   My Profile Help	
Sherry Costello, you have 4 messages. Creat	or 💌 C logout

• Verify user role is Creator

	Home	Postings	Hiring Propos	als   My Profile H	elp			
				Sherry Costello, you have	4 messages.	Creator	•	¢ lo
Welcome to your Onli		nt System			Shor	tcuts		
Displaying items for group "Creating of the second seco	ator".				Crea Crea Crea	te New Nonexempt Post te New Exempt Posting te New Faculty Posting		
		51			Croz	te New Hourly/GA/Pool F	Posting	
Postings (10+) Hiring Propo	Applicant		urrent State	State Owner	Ciea	ie new Houry Over Corr		

• Click the "Hiring Proposal" tab on the Inbox to display awaiting items

	d your attention)				Shortcuts
Displaying items for group "Cre	ator".				Create New Nonexempt Posting Create New Exempt Posting Create New Faculty Posting
Postings (10+) Hiring Prope	osals (1) Actions (5			Create New Hourly/GA/Pool Posting	
Job Title	Applicant Name	Туре	Current State	State Owner	
Program Administrative Specialist	Sherry Costello	Nonexempt	Creator to Seat Position	Creator (Sherry Costello)	My Links

• Click the "Job Title" to access the Hiring Proposal

nexen	npt / / Sherry Costello (Recommende	d for Hire) / Hiring Proposal / Summary		
	Hiring Proposal: Sherry Current Status: Creator to Seat Posit		Take Action On Hiring Proposal •	
	Position Type: Nonexempt Department: VPSA-University Career Center Applicant: Sherry Costello	Created by: Sherry Costello Owner: Creator : Sherry Costello		
	Posting: Program Administrative Specialist			
	Summary History Setting:	S		

To Seat the position:

• Click the down arrow on "Take Action on Hiring Proposal"

Take Action On Hiring Proposal 🔻				
WORK	FLOW ACTIONS			
Keep Propo	working on this Hiring osal			
	tor Seats Position (move to p Proposal Approved)			
	n to Hiring Official (move to Official)			

To seat the position select:

• Creator Seats Position (move to Hiring Proposal Approved)

Keep working on this Hiring Proposal saves the action

Return to Hiring Official, if changes need to be made

Once the Hiring Proposal(s) have been approved and seated the <u>Creator</u>, should access the posting and designate the posting as filled. This is the final step of the posting process and can only be completed by the Creator.

# **Additional Information**

### **Reference Information:**

Requesting reference information can be required or optional in the system. The Creator, Hiring Official, or Search Chair has the option to select how they wish to receive the applicant's references. There are 3 separate features in the eTerp2 system: List of References, Letters of Reference, and an On Line Reference Feature. To avoid confusion for applicant's only **one** form of obtaining references should be used.

**On Line Reference Feature:** This feature allows the Search Chair to send a system generated email to the providers that were entered by the applicant at the time they applied. This feature can be optional or required. The reference letters are confidential and applicants do not have access to read them. The applicant will enter as part of the application package the names and email addresses of their providers. The Search Chair/Designee has the responsibility of changing the applicant status to "Send On Line References" in order for the email to be sent to each provider. Prior to sending the Search Chair can write detailed instructions to the reference providers, as well as a completion message.

**List of References:** This feature is selected as part of the applicant documents. It can be required or indicated as an optional document. The applicant will attach a list of their reference providers. The Search Chair/Designee will contact the providers **outside** of the eTerp system to obtain reference information.

**Reference Letters:** This feature is selected as part of the applicant documents. It can be required or optional and is attached by the applicant.

Using the Ranking Criteria - coming soon

Sending System Generated Emails - coming soon