Checklist for Live Nonexempt Postings

Welcome to the UMD eTerp2 online application system. This guide provides a step-by-step breakdown of the actions required during each step of the workflow after a nonexempt posting has been approved by UHR and posted. This process is governed by UMD's Search and Selection Guidelines. These guidelines support the University's core value of fostering a diverse educational community and provides a consistent framework that is both equitable and transparent. Additionally, this guide contains hyperlinks that connect to the online eTerp User Guide and page numbers that can be referenced in the eTerp 2 Manual for additional instructions on how to perform a specific action.

Step 1. Hiring Official

In the first step in the nonexempt Search and Selection Process, the Hiring Official is tasked with identifying which candidates do and do not meet the position's minimum qualifications and then identifying a diverse pool of finalists.

Please Note: Nonexempt positions are maintained and governed by USM and their minimum qualifications must be completely met **without exception**. Under no circumstance can a candidate who does not meet a position's minimum qualifications be considered for the position.

After a diverse pool of candidates has been identified:

○ The Hiring Official reviews the applicant pool to determine which candidates meet the position's minimum qualifications. They will then change the status of each applicant (pg. 85) to "Meets Minimum Qualifications" or either "Hiring Official Det'd Did not meet Quals," "Hirring Official Det'd Did not meet Quals – Insuf Info," or "Hiring Official meets min quals not preferences."

○ The Hiring Official identifies a diverse pool of finalists from the candidates who meet the position's minimum qualifications and changes the status of each applicant (pg. 85) that is not moving forward. Each applicant should also be sent a system-generated rejection email. Applicants who were interviewed should be sent a personalized email instead.

○ The Hiring Official changes the status of each candidate who has been selected as a finalist to "Move to Recommended for list of eligibles."

○ The Hiring Official Takes Action on the posting menu and selects "Send Eligibility/Interview list to UHR" and moves the posting directly to **Norma Modeste**, the UHR Equity Administrator for all nonexempt positions.

Step 2. UHR Analyst

The UHR Analyst is also the nonexempt Equity Administrator and determines if the candidate pool matches the criteria outlined in the University's Equity Search and Selection Guidelines. Please note that **the entire finalist pool will either be approved or returned**.

If the pool of finalists is approved:

○ The Equity Administrator changes each candidate's status (pg. 85) to "Move to UHR Approved (List of Eligibles)" and Takes Action on the posting menu and selects "Send Approved Eligibility/Interview List to Hiring Official."

If the pool of finalists is not approved:

○ The Equity Administrator changes each candidate's status to "Move to Not Recommended (List of Eligibles)" and Takes Action on the posting menu and selects "Send Qualified Candidates to Hiring Official."

Step 3. Hiring Official

After the Equity Administrator has approved the final candidates, the Hiring Official begins to interview the finalists and either selects a candidate for hire OR notifies the Equity Administrator (Norma Modeste) that a suitable candidate could not be identified. Once a final candidate has been identified, an offer can be made.

If the candidate declines the offer:

○ The Hiring Official is required to change the status (pg. 85) of the candidate to show why they declined the offer.

○ If there are other finalists still under consideration, the Hiring Official can make another offer to one of the remaining finalists.

○ If there are no more eligible candidates, the Hiring Official must notify the Equity Administrator (Norma Modeste) that a suitable candidate could not be identified.

If the candidate accepts the offer:

○ The Hiring Official changes the candidate's status to "Recommended for Hire."

○ Either the Hiring Official **OR** the posting's Creator creates and seats a Hiring Proposal (pg. 121). A Hiring Proposal must be created, moved through the Hiring Proposal workflow, and approved before a candidate can be seated and marked as hired (pg. 127).

○ Once the hiring proposal has been approved, the Hiring Official changes the candidate's status to "Hired."

○ The Hiring Official is required to change the status of each applicant (pg. 85) who was not chosen to move forward. The selected reason must accurately reflect why the candidate is not advancing further. Each applicant should also be sent a system-generated rejection email. Applicants who were interviewed should be sent a personalized email instead.

○ The Hiring Official Takes Action on the posting menu and selects "Send to Creator to Designate as Filled."

Step 4. Creator

Congratulations on a successful hire! One more step and the position will be filled.

○ The Creator designates a posting as filled by Taking Action on the posting menu and selecting "Filled (move to Filled)" (pg. 72).