

Hiring Official Checklist for Exempt Pay Band 1 & 2 Postings

For Exempt Pay Band 1 & 2 Postings, where Search Committees are not required, the Hiring Official will evaluate the applicants' credentials, select a diverse pool of finalists, conduct interviews and select a candidate for hire.

Below is a helpful checklist designed to assist Hiring Officials throughout the search and selection process for exempt postings within pay band 1 & 2.

The Posting

- Email was received from jobs.umd.edu notifying the position has been posted
- A Search Chair/Designee can be assigned to assist you with the administrative duties in eTerp2. Although it is not a requirement, they can be extremely helpful in assisting throughout the search. Please contact your Creator to assist in assigning a Designee if you have not done so already.

Evaluating Applicants and Changing Statuses

Applicant Statuses must be changed on every applicant to reflect where they were "eliminated" from the pool until the only remaining applicants are those that will be considered as "Potential Interviewees."

- You must be logged in as the Search Chair/Designee to change the applicant statuses
- Change applicant statuses to reflect those who are no longer under consideration as well as those that you are recommending as "Proposed Interviewees" (Recommend as Finalist for Equity Review)
- Rejection letters sent to those applicants that did not meet the minimum qualifications and those that are no longer under consideration (can be sent via email from eTerp2, for instructions go to: <http://uhr.umd.edu/wp-content/uploads/sending-emails-through-eterp.pdf>)

Sending the Proposed Interviewees to Equity

Prior to contacting applicants for interviews the "Proposed Interviewees" must be sent to Equity for review. You must be logged in as the Search Chair/Designee to send the "Proposed Interviewees" to Equity.

- Proposed interviewees are coded as "Recommended as Finalist – For Equity Review"
- Posting is sent to Equity for review by taking action on Posting and selecting Send Recommended Finalist to Equity Administrator

Interviewing Applicants, Selecting a Candidate and Routing a Hiring Proposal

Upon Equity approval the Hiring Official will be notified via email from UHR that the Finalists have been approved.

- Log in as the Hiring Official
- As the interviews progress applicant statuses should be changed appropriate until a candidate(s) has been selected for hire
- Attached the Hiring Official Summary on the Supplemental Documents tab under Hiring Official Minutes
- Create a Hiring Proposal for the candidate(s) selected for hire (Recommend for Hire) and route for approval
- Once the Hiring Proposal is approved send the Posting to the Creator to Designate as Filled
- Applicants interviewed and not select have been notified