



Search Chair Check List for Exempt/Faculty Postings

Welcome to the UMD online application system, eTerp2. It is the responsibility of the Search Chair and the Committee Members to evaluate the applicants credentials, conduct interviews and select a diverse pool of finalists.

Below is a check list designed to ensure that all steps required in the search and selection process for exempt and faculty postings are met.

The Posting

- Email was received from jobs@umd.edu notifying the position has been posted
- The Committee has received the charge from:
Equity – providing an overview of the search process and equity considerations
Hiring Official – providing instructions regarding the kind of qualities/qualifications they would like in the pool of finalists
- All Search Committee Members can successfully log into eTerp2 at: www.eterp.umd.edu using their Directory ID and Password.
- The Guest User login has been provided for those committee members that are students or non campus employees

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 the Finalists.)

- Does Not Meet Minimum Qualifications
- Meets Min Quals - Not Advanced Further
- Reviewed – Hold for Further Consideration (this status is optional to use, placing applicants in this status will keep them active until you are ready to eliminate them from the search or move them forward as finalist)
- 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>)
- Selected for Screening Interview - Not Advanced Further (select reason why)
- Selected for Formal Interview – Not Advanced Further (select reason why)
- Send On Line Reference (if applicable) – Sends the system generated email to the applicants reference providers that were entered when applying. This feature had to have been selected prior to posting
- Applied After Best Consideration Date

Sending the Finalist to Equity

- Remaining applicants are the finalists recommended by the Committee for interview by the Hiring Official
- Applicant statuses have been changed appropriately and only those remaining on the screen have a status of “Recommend as Finalist for Equity Review”
- Minutes are attached in the posting under the Supplemental Documents tab
- The posting has been sent for approval in eTerp2 to the Equity Administrator from the Search Chair (Take Action on Posting – Send Finalist to Equity Administrator for Review).
- Rejection letters sent to those applicants who were interviewed but not selected as a finalist (should be personal email from Search Chair not system generated email)