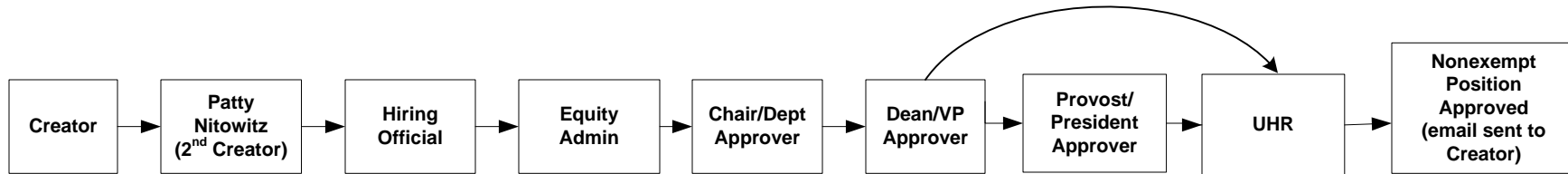
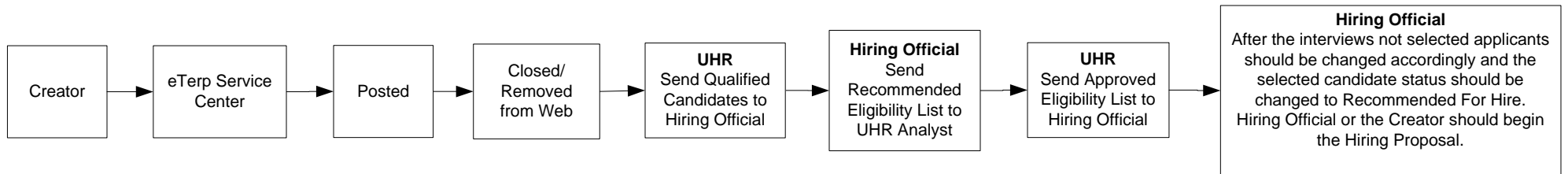


Nonexempt: Create New Position/Modify Existing/Request Waiver of Search – (Begin Action from Position Management module under Position Descriptions)

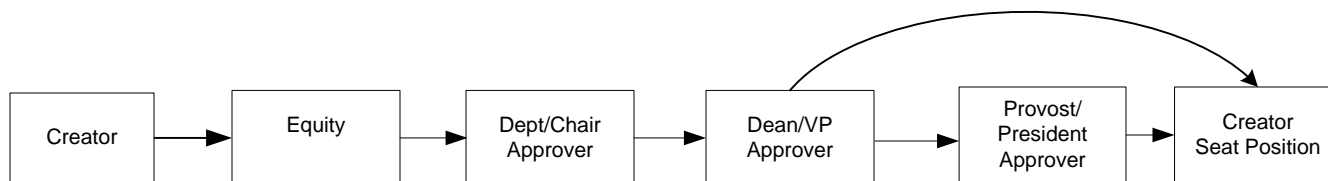


Create Nonexempt Posting – (Begin Action from Shortcuts by Selecting “Create New Nonexempt Posting”)



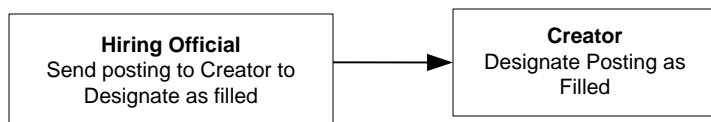
Hiring Proposal – Nonexempt

Both Creator and Hiring Official have the ability to Begin Hiring Proposal

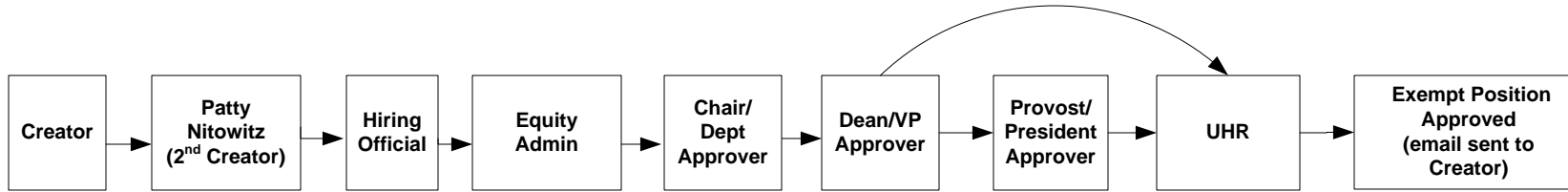


Designating Posting as Filled

Only Creator can designate posting as filled



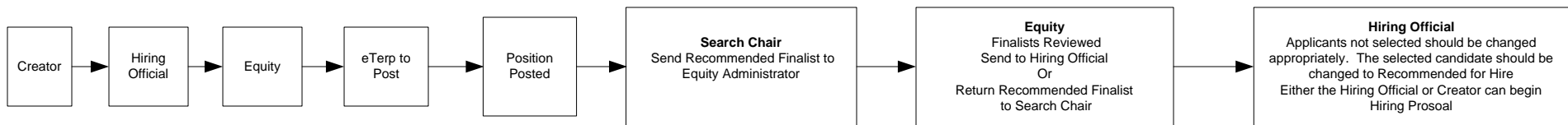
Exempt Positions: Create New/Modify Existing Position/Request Waiver of Search– (Begin Action from Position Management Module under Position Descriptions)



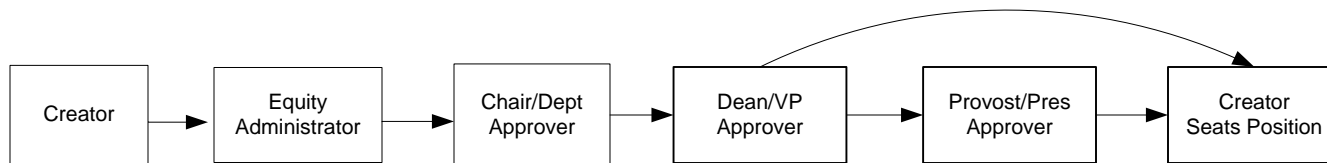
Create Exempt Posting – (Begin Action from Shortcuts by Selecting “Create New Exempt Posting”)

Pay Band 1 & 2 postings not using a search committee:

1. The Hiring Official should be set up in the posting as both the Search Chair and the Hiring Official
2. The Hiring Official sends the posting directly to Equity Admin for approval to post.
3. Prior to contacting applicants for interview there should be communication with the Equity Administrator

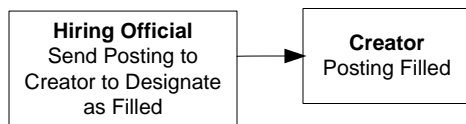


Hiring Proposal – Exempt – (Either Hiring Official or Creator can Begin Hiring Proposal)

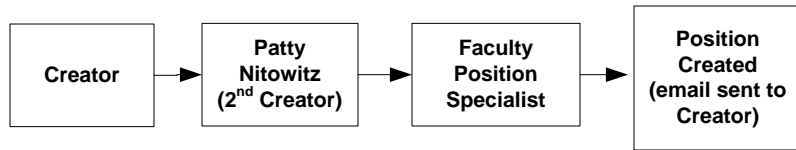


Designate Posting as Filled

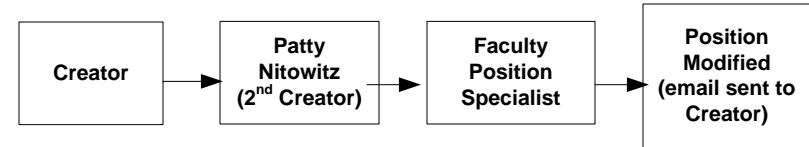
Only the Creator can designate Posting as filled



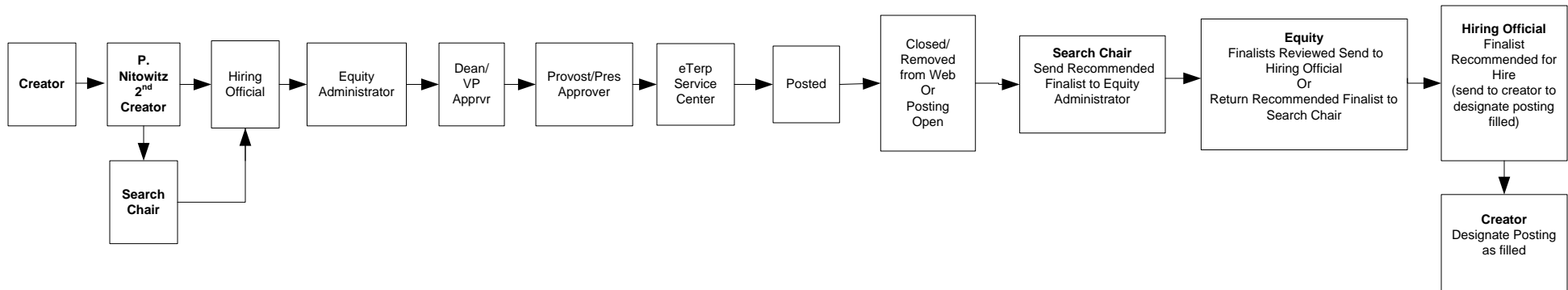
Action – Request NEW Faculty Position



Action – Request CHANGE to Existing Faculty Position

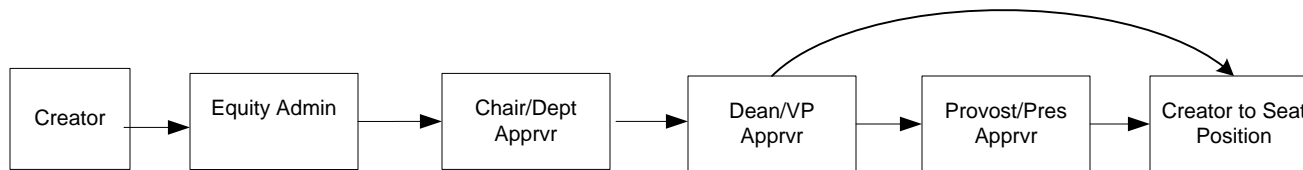


Postings - Request Faculty Posting From Position

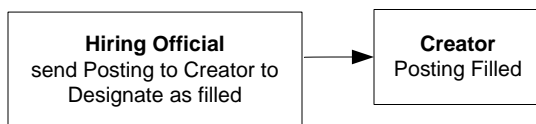


Hiring Proposal – Faculty

Either the Creator or Hiring Official can begin the HP. They have the option to send to Equity or directly to Major Unit Head.



Designate Posting as Filled - Faculty

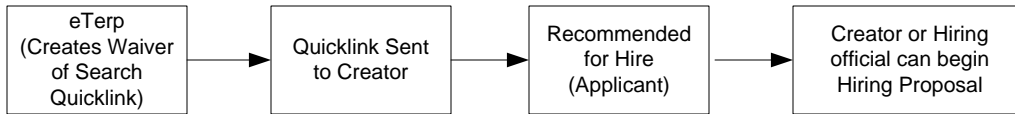


Faculty Waiver of Search

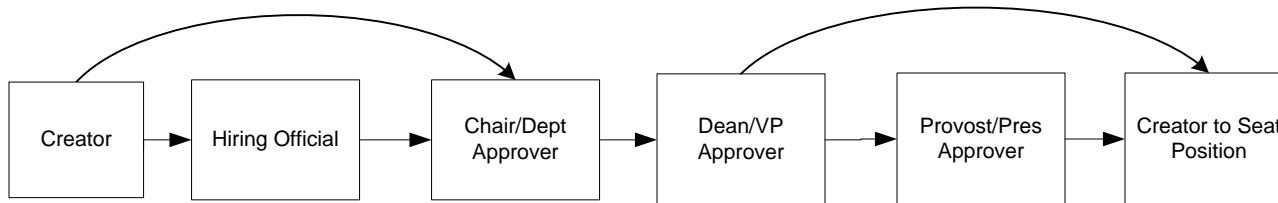


OPTIONAL QUICKLINK

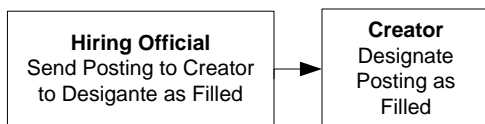
eTerp Service Center Creates Posting as Waiver of Search and sends to dept for candidate to apply



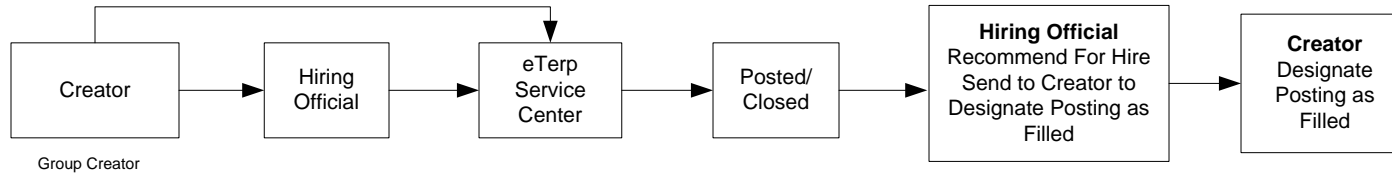
Hiring Proposal – Waiver of Search



Creator – Designates Posting as Filled

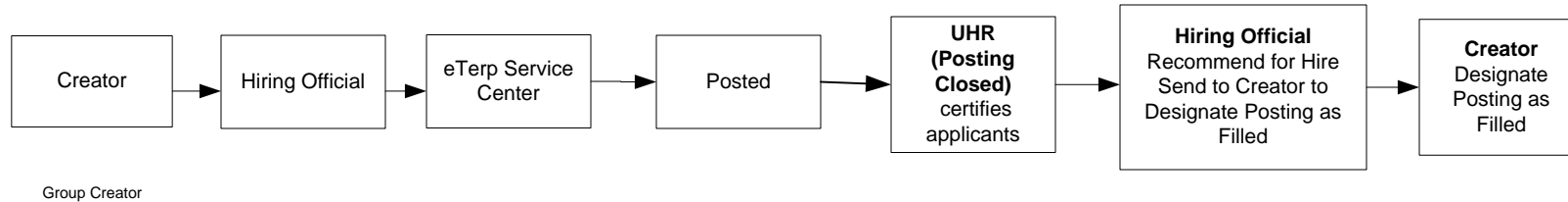


Hourly Posting – EXEMPT/FACULTY/GA (Under Review by Department – Hiring Official will Review Applicants and Change Statuses)

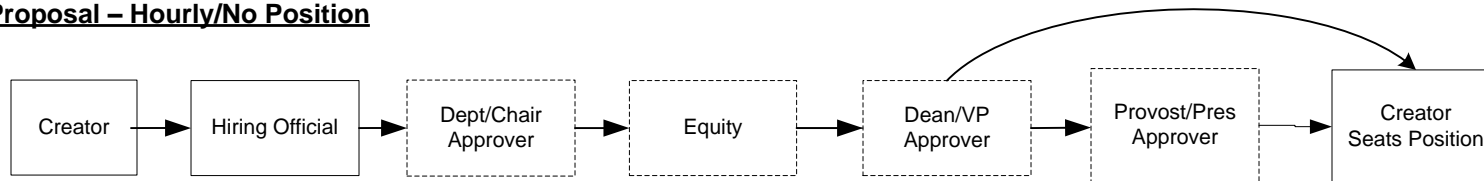


**** For Post Doc follow the workflow for the Hourly/GA/Pooled Positions Exempt and Faculty eTerp2 will approve as a waiver of search and not post the position. Do not need the justification from Equity.***

Hourly Posting- NONEXEMPT (Under Review by UHR)



Hiring Proposal – Hourly/No Position



Designate Posting as Filled – Hourly/GA/Pooled (can only be filled if Hiring Proposal has been approved)

