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

Designating Posting as Filled

Revised: March, 2018
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

Revised March, 2018
AGNR Faculty Workflow

**Action – Request NEW Faculty Position**

Creator → Patty Nitowitz (2nd Creator) → Faculty Position Specialist → Position Created (email sent to Creator)

**Postings - Request Faculty Posting From Position**

Creator → P. Nitowitz (2nd Creator) → Hiring Official → Equity Administrator → Dean/VP Apprvr → Provost/Pres Approver → eTerp Service Center → Posted → Closed/Removed from Web or Posting Open → Search Chair → Finalist to Equity Administrator → Equity Finalists Reviewed Send to Hiring Official Or Return Recommended Finalist to Search Chair

**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.

Creator → Equity Admin → Chair/Dept Apprvr → Dean/VP Apprvr → Provost/Pres Apprvr → Creator to Seat Position

**Designate Posting as Filled - Faculty**

Hiring Official send Posting to Creator to Designate as filled → Creator Posting Filled

Revised March 2018
AGNR Faculty Waiver of Search Workflow

Faculty Waiver of Search

Hiring Proposal – Waiver of Search

Creator – Designates Posting as Filled

OPTIONAL QUICKLINK

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

Creator

Hiring Official

Chair/Dept Approver

Dean/VP Approver

Provost/Pres Approver

Eterp to Seat on Position

Creator

Hiring Official

Chair/Dept Approver

Dean/VP Approver

Provost/Pres Approver

Creator to Seat Position

Creator

Hiring Official

Chair/Dept Approver

Dean/VP Approver

Provost/Pres Approver

Creator to Seat Position

Creator

Hiring Official

Send Posting to Creator to Designate as Filled

Creator

Designates Posting as Filled

Revised March, 2018
**AGNR Hourly/GA/Pooled Posting Workflow**

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

- Creator
- Hiring Official
- eTerp Service Center
- Posted/Closed
- Hiring Official Recommend For Hire
- Send to Creator to Designate Posting as Filled
- Creator Designate Posting as Filled

*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)**

- Creator
- Hiring Official
- eTerp Service Center
- Posted
- UHR (Posting Closed) certifies applicants
- Hiring Official Recommend for Hire
- Send to Creator to Designate Posting as Filled
- Creator Designate Posting as Filled

**Hiring Proposal – Hourly/No Position**

- Creator
- Hiring Official
- Dept/Chair Approver
- Equity
- Dean/VP Approver
- Provost/Pres Approver
- Creator Seats Position

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

- Creator
- Posting Filled

*Revised March, 2018*