Steps for Hiring Exempt Employees

3-4 months to complete process

1. Hiring Manager (HM) decides to hire an exempt employee. HM obtains Unit Head approval to conduct a search.
   - Search committee members are appointed by HM; and a search chair is selected.
   - HR provides HM a Position Description Form to complete and return to HR.
   - Search chair provides HR with a search and selection plan.
   - Equity Administrator and HM charge the search committee members.

2. Search Process:
   - HR enters Position Description Form information in eTerp, the UMCP hiring system; and routes this information for appropriate approval workflow. The workflow includes: Department Approver, Executive Approver, UHR Position Specialist, UHR Analyst, and UHR Director, and HR.
   - HR enters search and selection plan and forwards it to the Equity Administrator, Search Chair, Department Approver, Executive Approver, and University Equity Administrator. Position is now approved for posting.
   - Positions must be posted for at least 2 weeks.
   - HR sends eTerp log in information to search committee to review applications.
   - Search committee conducts interviews and recommends a diverse pool of finalists to HM.
   - HM selects the finalist, and extends an offer.

3. Offer Process:
   - HR completes the Hiring Proposal in eTerp; and routes this information for appropriate approval workflow. The workflow includes: Equity Administrator, Department Approver, and Executive Approver. Offer is approved.
   - HR enters ARS appointment
   - ARS approval is followed by onboarding/payroll entries