Steps for Hiring Non-Exempt Employees

1-2 months to complete process

1. Hiring Manager (HM) decides to hire a non-exempt employee (Regular or Contingent 2). HR provides HM a Position Description Form to complete and return to HR.

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: Equity Administrator, Department Approver, Executive Approver, UHR Position Specialist, UHR Analyst, and UHR Director. Position is now approved for posting. Positions must be posted for at least 2 weeks.
   - UHR receives all applications, screens them for minimum qualifications, and forwards them to HR.
   - HR sends eTerp log in information to HM to review applications.
   - Upon reviewing, HM provides HR with list of eligible applications to interview.
   - HR forwards the list to UHR for approval.
   - Once approved, HM can begin the interview process.
   - At the completion of the interviewing, the HM selects the candidate to be hired and informs HR.

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 appointee in the onboarding and payroll systems.