

## CREATING AND USING SUPPLEMENTAL QUESTIONS STAFF APPLICANT TRACKING SYSTEM

## [Note: Firefox and Chrome are the recommended browsers to use with PeopleAdmin.]

Supplemental questions are part of the application process and are completed by applicants. These questions allow you to pre-screen for minimum qualifications and other relevant information.

The use of supplemental questions is optional; however, they can be a Hiring Manager's best friend. As a screening tool, they can facilitate the review and prioritization of applicants and give Hiring Managers a quick and easy method to quickly identify applicants with required and desired qualifications. The time that is spent adding or creating Supplemental Questions when a posting is created will save the Hiring Manager time when identifying the best qualified applicants – especially when there is a large applicant pool.

Refer to the job description's required and preferred qualifications when creating supplemental questions and decide which qualification you want to use to screen applicants. Questions based on preferred qualifications may not be checked as disqualifying (see below).

**Step 1:** When you create a new posting, you can either select the **Posting Supplemental Questions** tab or access it as you page through each screen.

	Home Posungs Applicants Hinng Proposals My Prome Rep							
	Cynthia Beck	with, you have 0 messages Human Resources • C logout						
ostings / Staff / HR Testing Assistant (Draft	() / Edit: Posting Supplemental Questions							
Editing Posting	Posting Supplemental Questions	Save <> Prev Next >>						
Posting Details	Job-related supplemental questions may be added to the employment application to assist with screening the applicant pool.							
HR USE ONLY	Add a Question:							
Posting Supplemental Q	Click the Add a Question button to select an existing question.							
Search Committee	- Search for existing questions by using the keyword search or filter by question category Select Add a new one to submit a new question for approval. In the Name field, enter a brief description of the question							
Ranking Criteria Quest	Assign Points or Disqualifying Responses:							
Applicant Documents	Click on the pre-defined question that has been added and a dropdown menu will appear that will allow you to assign points to the responses or designate a question as disqualifying.     An applicant who is disqualified because of a response will receive a system-generated email that heishe is no longer being considered for the position.							
Guest User								
Summary	Requiring Responses:							
	Once a question has been added, you will see a checkbox to the left of each question and have the option to require the applicant to respond to the question.     Responses to predefined questions designated as disqualifying should always be checked as required.							
	Included Supplemental Questions	Add a question						
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Step 2: Click the Add a question button.

**Step 3:** A new dialogue box will open on your screen with a menu of Available Supplemental Questions. You can search for existing approved questions by category or keyword. Select a question by checking the **Add** box and click **Submit**.

Ava	ilable Suppl	emental Questions		
Cate	gory: Any	<ul> <li>Keyword:</li> </ul>	-	
Add	Category	Question	-	n you have o herstages inter
E	Uncategorized	Where did you learn about this employment opportunity?		
13	Experience	Do you have experience working in a facilities department?		
8	Experience	Do you have experience working at a college or university?		1
13	Experience	What type of electronic work order system(s) have you used, if any?		
10	Education	What is the highest degree of education you completed?		
	Experience	How many years of fundraising experience do you have with a focus on major gifts?		
81	Experience	Do you have experience with campaign fundraising?		
0	Miscellaneous	What is the minimum starting annual salary that you will accept for this position?		
10	Miscellaneous	What is the minimum hourly rate that you will accept for this position?		
8	Skills	What technical skills are your strongest?		b the responses or design
8	Skills	How would you rate your skill level with Microsoft Excel?		onsidered for the position
13	Skills	Which of the essential duties listed in this posting is your strongest skill?		
5	Skills	What type of project management software are you familiar with, if any?		cant to respond to the que
12	Experience	Do you have experience with tenant improvement construction projects?		
	Experience	Do you have experience with construction projects in an occupied space?		
Disp ← P	laying 1 - 15 of revious   Next	43 in total → Can't find the one you want?	Add a new one	1

**Step 4:** Select **Add a new one** at the bottom of the screen to create a new question. New questions will be reviewed and approved by Human Resources. When you create a new question, select a name for the question that best describes its content (e.g. IT Certification); select a category (e.g. License/Certification); enter the question in the Question field and select the type of answer you want to the question.

Supplemental questions may have closed or opened ended answers:

- If you create a closed-ended question, select **Predefined Answers.** The answer can be one of two choices, e.g. Do you have a Bachelor's degree? Answer may be either "Yes" or "No."
- If you create an open-ended question, select **Open-Ended Answers.** The answer may have any number of possible answers, e.g. What is the highest degree of education you completed? Answer may be any one of the following: High School, Bachelor's, Master's, Ph.D.

To save a question, click the **Submit** button.

**Step 5:** After you submit a question, it will appear on the **Posting Supplemental Questions** screen. Check **Required** if answering the question is mandatory. Click on a question with predefined answers if you want to designate it as disqualifying and/or if you want to **assign points** to the answers in order to screen applicants using a numerical scale.

If a supplemental question is:

• **Required** – it is mandatory for the applicant to answer the question in order to complete the application. *Responses to* **predefined questions** designated as disqualifying should always be based on minimum qualifications and checked as required.

- **Optional** the applicant has the choice whether or not to submit an answer. If you do not check "required" the question will be optional.
- **Disqualifying** an applicant's response could disqualify the applicant for further consideration and remove the applicant from the pool. Please use this feature carefully. Disqualifying questions must be based on required qualifications.

## **Step 6:** Using Supplemental Questions to Screen and Review Applicants

- Accessing the Total Score for Supplemental Questions: (Note: this feature is for predefined answers that have been assigned a score.)
  - After you access the job posting, click on the Applicants tab to view all Active Applicants.
  - Click on "More search options" to the right of the Search box.
  - Open the drop-down menu in the Add Column Field.
  - o Select Supplemental Question Score

Open Saved Search + Search:		Search	Hide search options	-	
Add Column:	Add Column	•		-	
Active/Inactive:	Number of Years Completed Other Name Other education/training/skills				
Draft Application?:	Other skills and talents Position Type Preferred Phone				
Workflow State:	Ranking Criteria Score Raason For Leaving Related Employee Detail Related volunteer experience School City School State School State				
Active Applicants	Starting Salary/Pay Rate State				
Saund Search: "Active Applicar	Status				

• A column will be added with total supplemental question score and by clicking on the arrows next to the column heading, you will be able to sort the scores in descending or ascending order.

Ad hoc Search	0							
Ad hoc Search (33	Items Found) Save this sear	ch?					Actions	
			- Previous	7 2 Next →			-	
E First Name	Last Name Por	ting Number Applica	ation Date	Workflow State (Internal)	Full Name	Supplemental question Score	←↑↓ x (Actions)	

## • Downloading Answers to Supplemental Questions

You can download the answers from all Active Applicants for all supplemental questions to Excel by clicking the Actions button and selecting Download Screening Question Answers.

