



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.

Step 2: Click the **Add a question** button.

The screenshot shows the 'Posting Supplemental Questions' page in the PeopleAdmin system. The page title is 'Posting Supplemental Questions' and it includes instructions on how to add questions, assign points, and require responses. A table titled 'Included Supplemental Questions' is visible at the bottom. Two red arrows point to the 'Add a question' button and the 'Posting Supplemental Q...' menu item.

Posting Supplemental Questions

Job-related supplemental questions may be added to the employment application to assist with screening the applicant pool.

Add a Question:

- Click the Add a Question button to select an existing question.
- 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.

Assign Points or Disqualifying Responses:

- 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 he/she is no longer being considered for the position.

Requiring Responses:

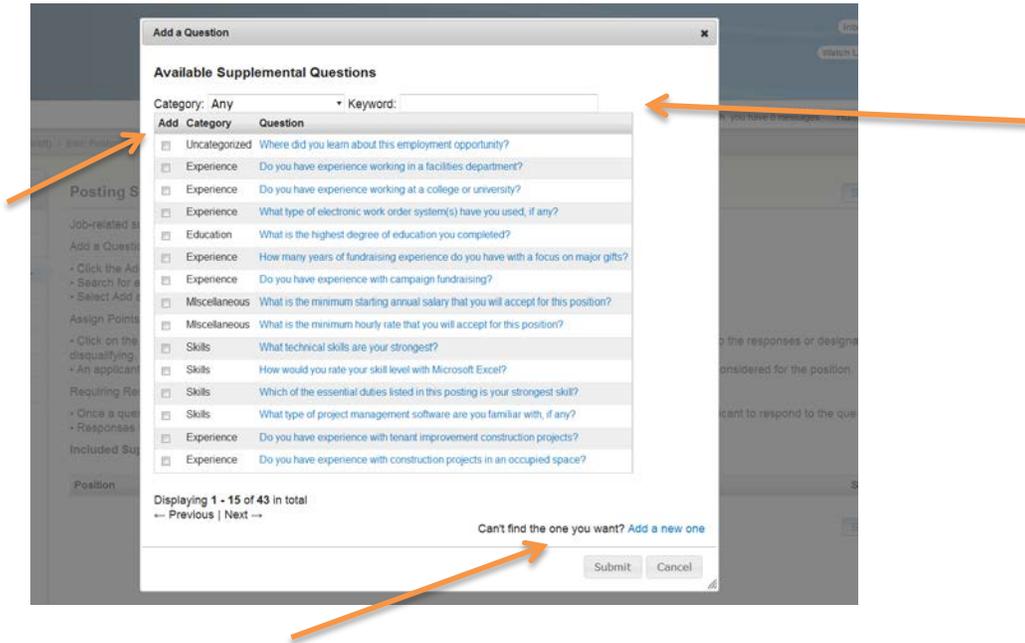
- Once a question has been added, you will see a checkbox to the left of each question and have the option to require the applicant to respond to the question.
- Responses to predefined questions designated as disqualifying should always be checked as required.

Included Supplemental Questions

Position	Required	Category	Question	Status
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Buttons: Save, << Prev, Next >>, Add a question

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**.



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.

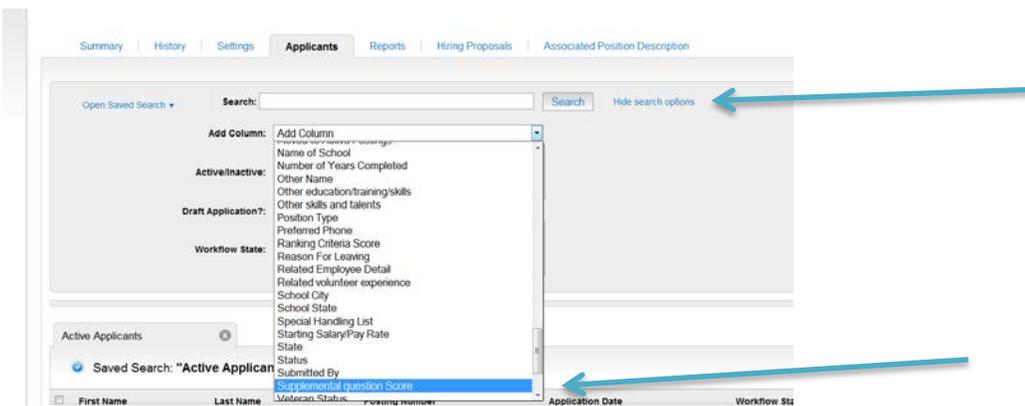
If a supplemental question is:

- **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.
 - Select Supplemental Question Score



- 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.



- **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.

