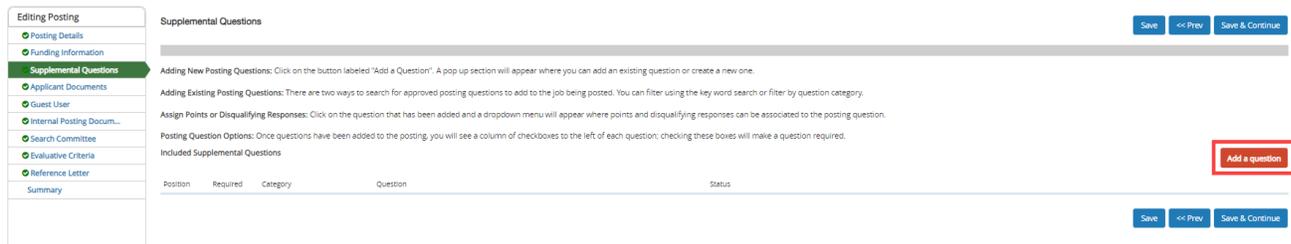


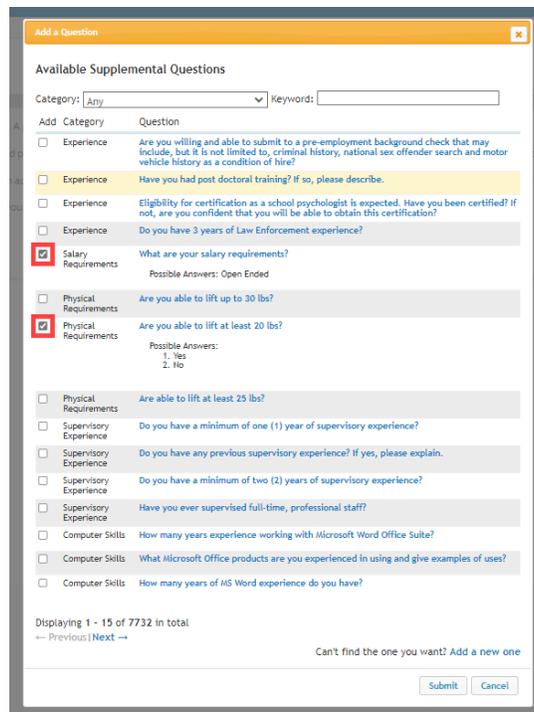
Adding Supplemental Questions When Creating a Job Posting

The Supplemental Questions feature is designed to allow you to add questions to assist in screening applicants. Supplemental questions may be used to ensure applicants meet the minimum qualification or to gather additional information about applicant general qualifications. Take this step while you are drafting a job posting.

- 1) Go to the Supplemental Questions tab on the posting and click Add a Question.



- 2) A bank of questions will appear. Search the library of questions by Category or Keyword. Once you find the question you would like to add, click the Add Box button beside the question.



Adding Supplemental Questions When Creating a Job Posting

- Once you select the Add Box, the system will show the possible answers for the selected question. Click Submit to add the question to the posting.

Optional: Adding a New Supplemental Question (steps 4 and 5)

- If you cannot find the supplemental question you would like to use in the question bank, you can add a new question by selecting Add a New One.

Computer Skills [How many years of MS Word experience do you have?](#)

Displaying 1 - 15 of 7732 in total
[← Previous](#) | [Next →](#)

Can't find the one you want? [Add a new one](#)

- Fill in all the required fields. Status will remain pending until HR Recruitment approves the question. Enter a name for the question. Select the category the question should be categorized in. Add your question to the question section. Choose which type of answer format you want for the question. It is highly recommended that you use predefined answers as much as possible. Click Submit when all fields are complete.

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Status *

Category

Question *

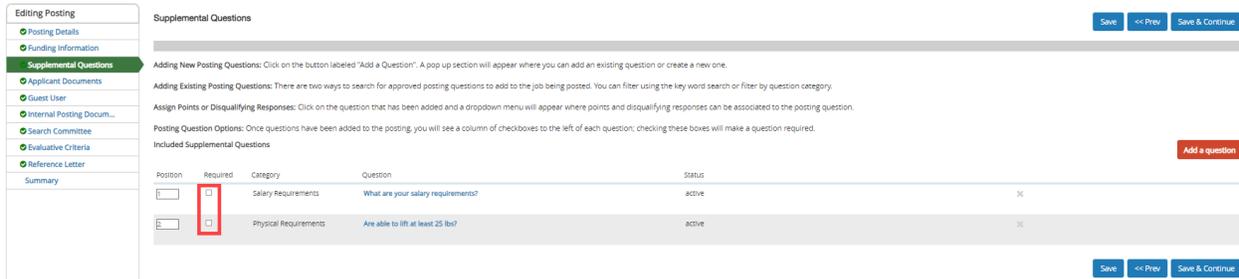
Possible Answers

Open Ended Answers

Predefined Answers

Adding Supplemental Questions When Creating a Job Posting

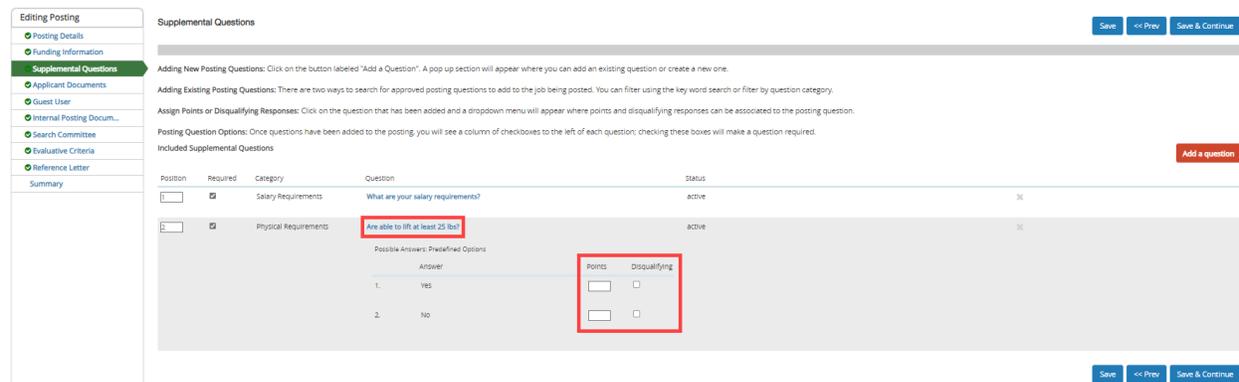
- 6) Once you have selected or added all the questions, determine which questions will be required. Click in the required box for each question to make them required on the posting. **Note: You must click the Save button after each action.**



The screenshot shows the 'Supplemental Questions' section of a job posting editor. On the left is a navigation menu with options like 'Posting Details', 'Funding Information', 'Supplemental Questions', 'Applicant Documents', 'Guest User', 'Internal Posting Document...', 'Search Committee', 'Evaluative Criteria', and 'Reference Letter'. The main area contains instructions for adding and managing questions. Below the instructions is a table of 'Included Supplemental Questions' with columns for Position, Required, Category, Question, and Status. Two questions are listed: 'What are your salary requirements?' (Salary Requirements) and 'Are able to lift at least 25 lbs?' (Physical Requirements). Red boxes highlight the 'Required' checkboxes for both questions, which are currently unchecked. Buttons for 'Save', '<< Prev', and 'Save & Continue' are visible at the top and bottom right.

Position	Required	Category	Question	Status
	<input type="checkbox"/>	Salary Requirements	What are your salary requirements?	active
	<input type="checkbox"/>	Physical Requirements	Are able to lift at least 25 lbs?	active

- 7) After adding your questions, click on the question to add points to those that have predefined answers. The system will automatically determine a score based on the points assigned. Click on each question selected and you will be allowed to enter points for each answer. **Note: You must click the Save button after each action.**



This screenshot shows the 'Supplemental Questions' interface with a question selected. The question is 'Are able to lift at least 25 lbs?' under the 'Physical Requirements' category. Below the question, there is a section for 'Possible Answers: Predefined Options' with a table for assigning points and disqualifying options. Red boxes highlight the 'Required' checkbox for the question and the 'Points' and 'Disqualifying' columns in the table. The table has columns for 'Answer', 'Points', and 'Disqualifying'. Two answers are listed: '1. Yes' and '2. No'. Buttons for 'Save', '<< Prev', and 'Save & Continue' are visible at the top and bottom right.

Answer	Points	Disqualifying
1. Yes	<input type="text"/>	<input type="checkbox"/>
2. No	<input type="text"/>	<input type="checkbox"/>

- 8) Click Save & continue to continue creating the job posting.