UNIVERSITY OF SOUTH CAROLINA
Human Resources

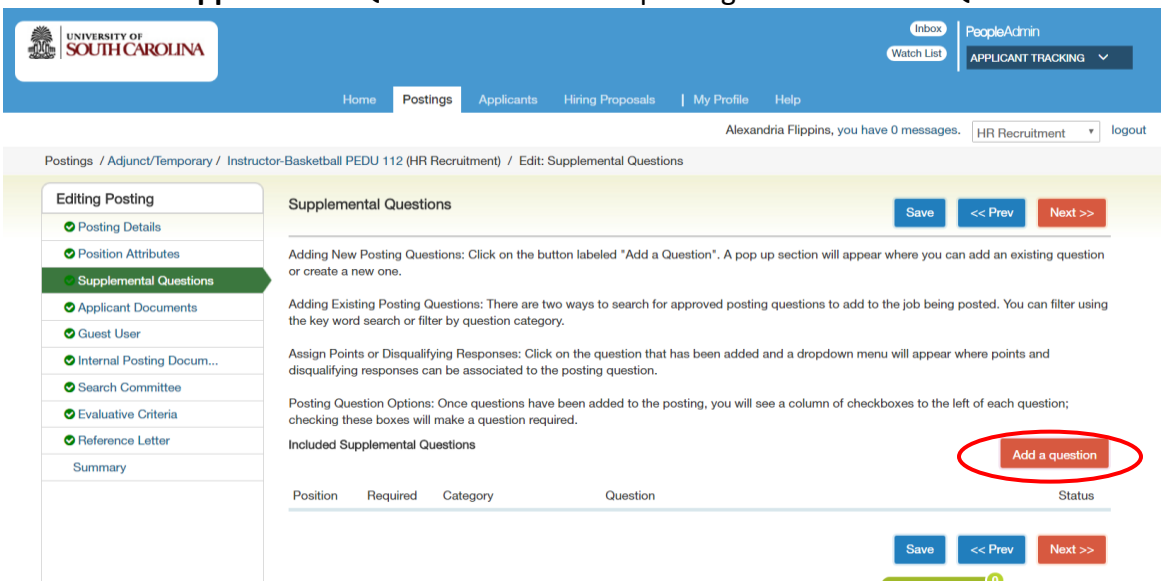
PeopleAdmin Quick Reference Guide

Adding Supplemental Questions

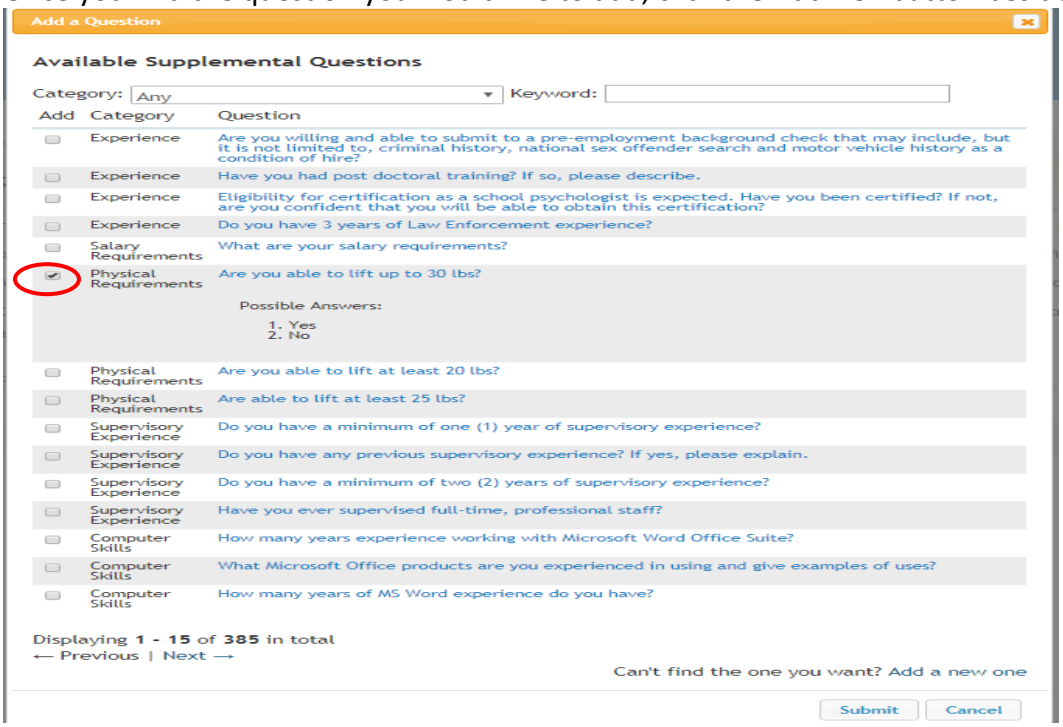
The Supplemental Questions feature is designed to allow you to add questions to assist in screening applicants. Supplemental questions may be used to ensure applicants meet the minimum qualification or to gather additional information about applicant general qualifications.

To Add Supplemental Questions to the 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.



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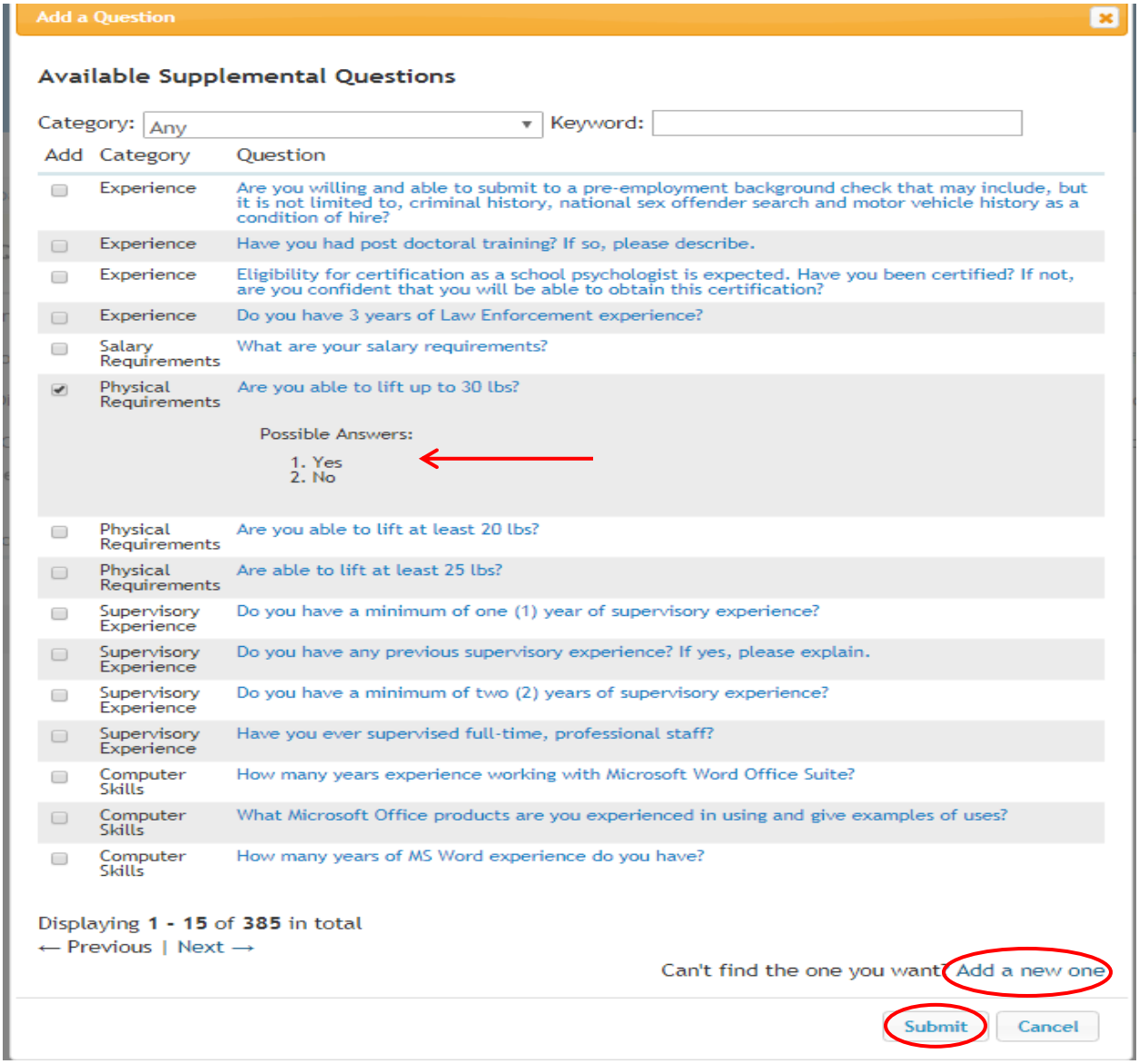
3. Once you select the Add Box, the system will show the possible answers for the selected question. Click **Submit** to add the question to the posting.



- 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**.

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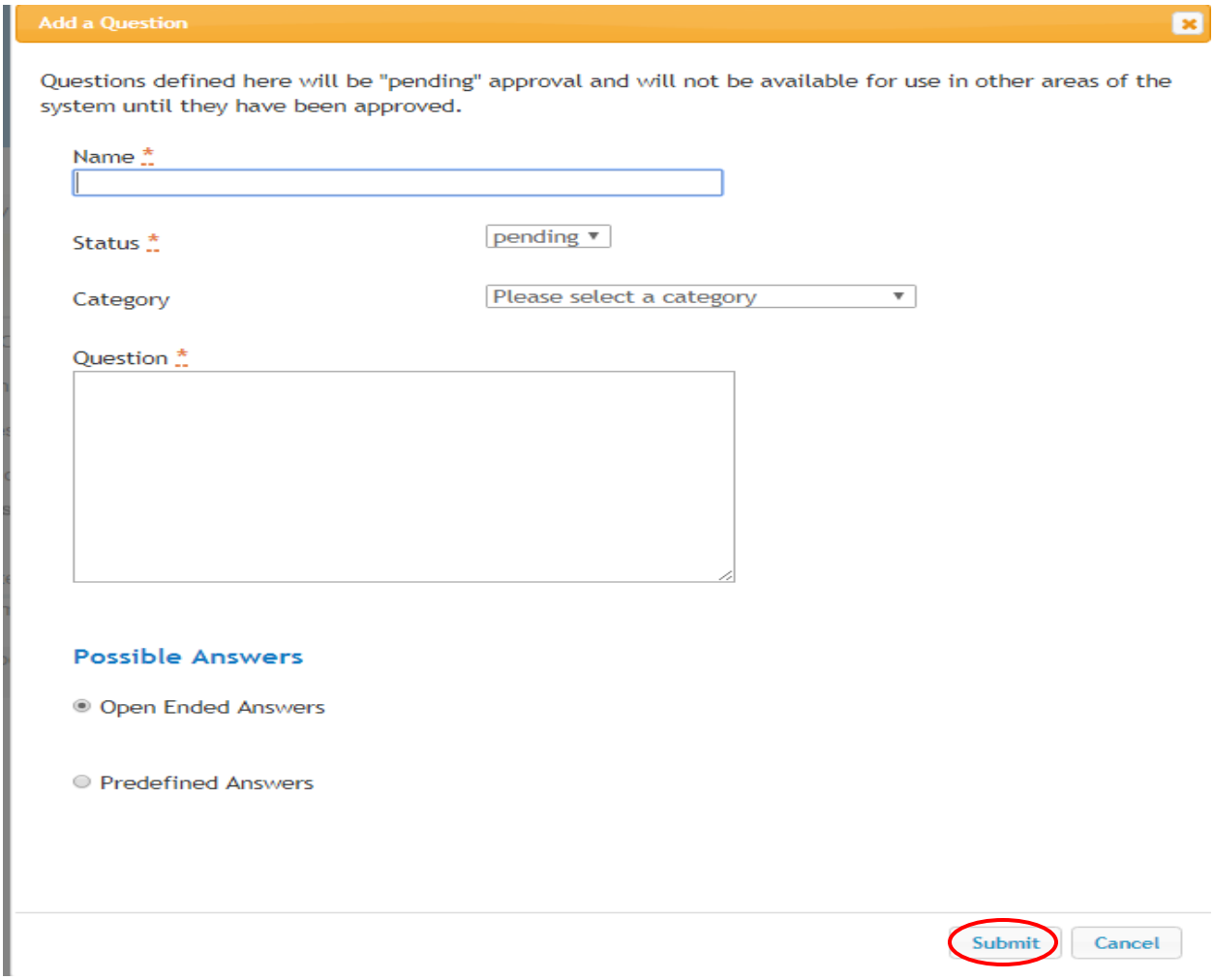

- Fill in all the required fields.
- Status will remain pending until HR Recruitment approves the question.
- Select a name for the question.
- Select the category the question should be categorized in.
- Add your question to the question section.
- Choose which type of answer format you want for the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

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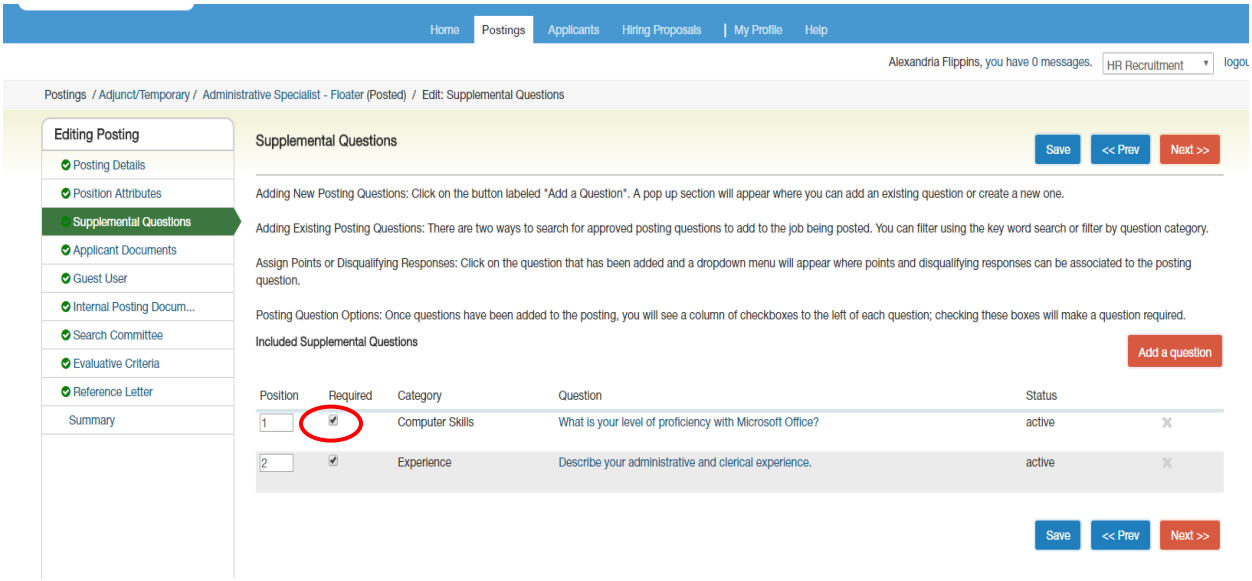
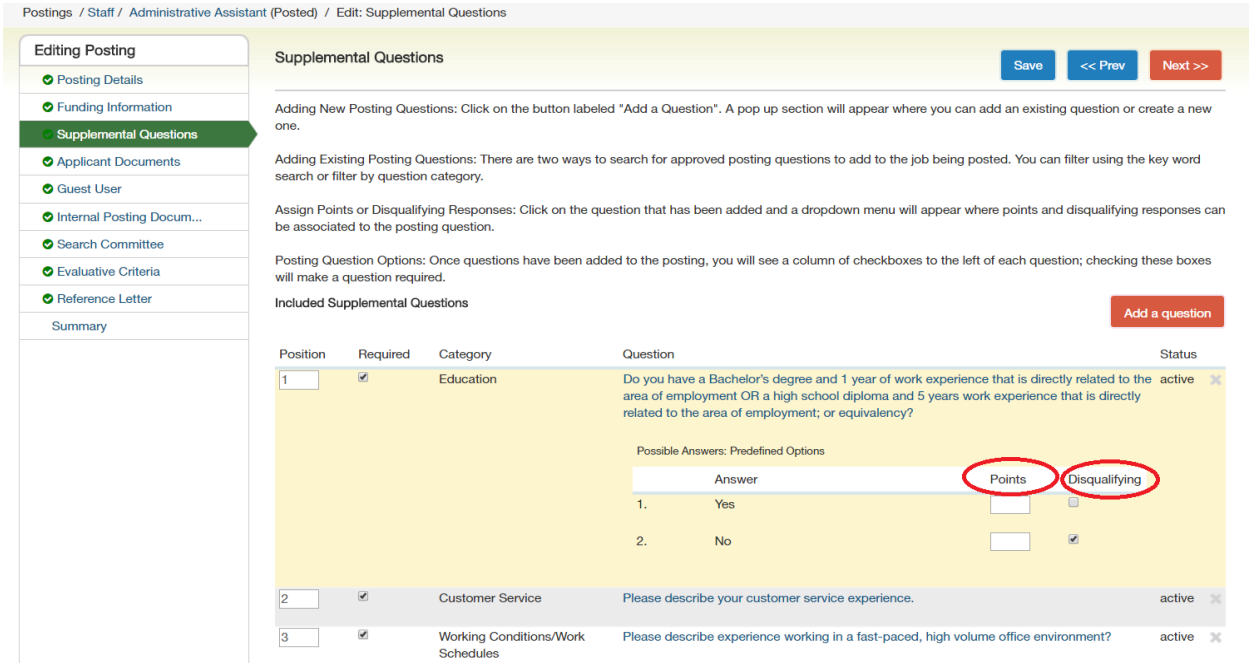
4. Once you have selected or added all of the questions, you can determine which questions will be required. Click the required box for each question to make them required.



5. Once you have added your questions, you can add points and make questions disqualifying questions (if desired) 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.



Step 6. Click **Save** to retain all of your information. Select Next to move to the next section.