

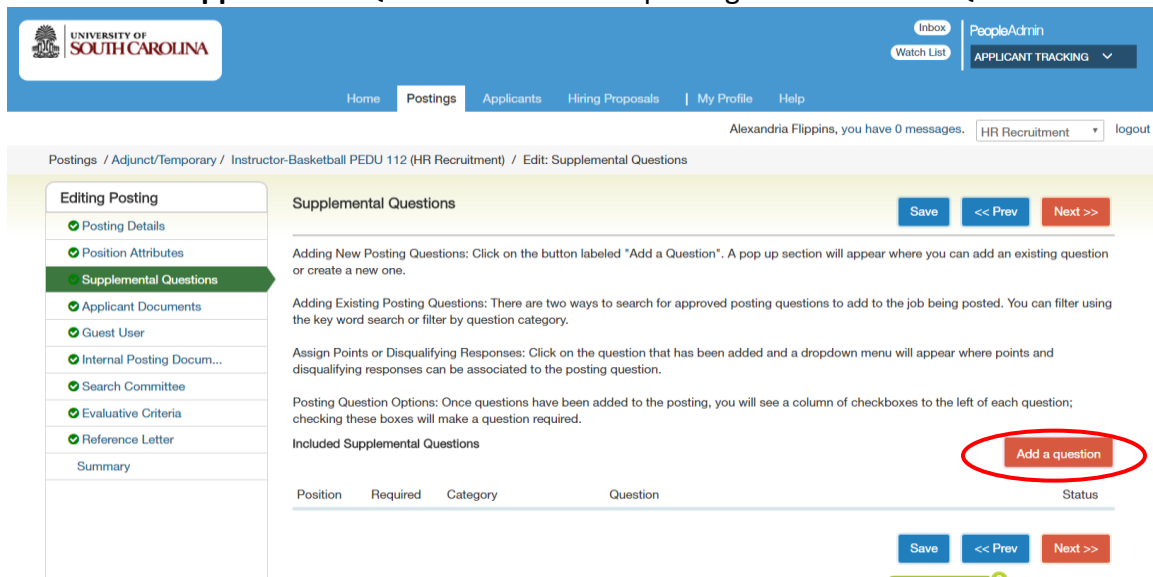
PeopleAdmin Quick Reference Guide

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.

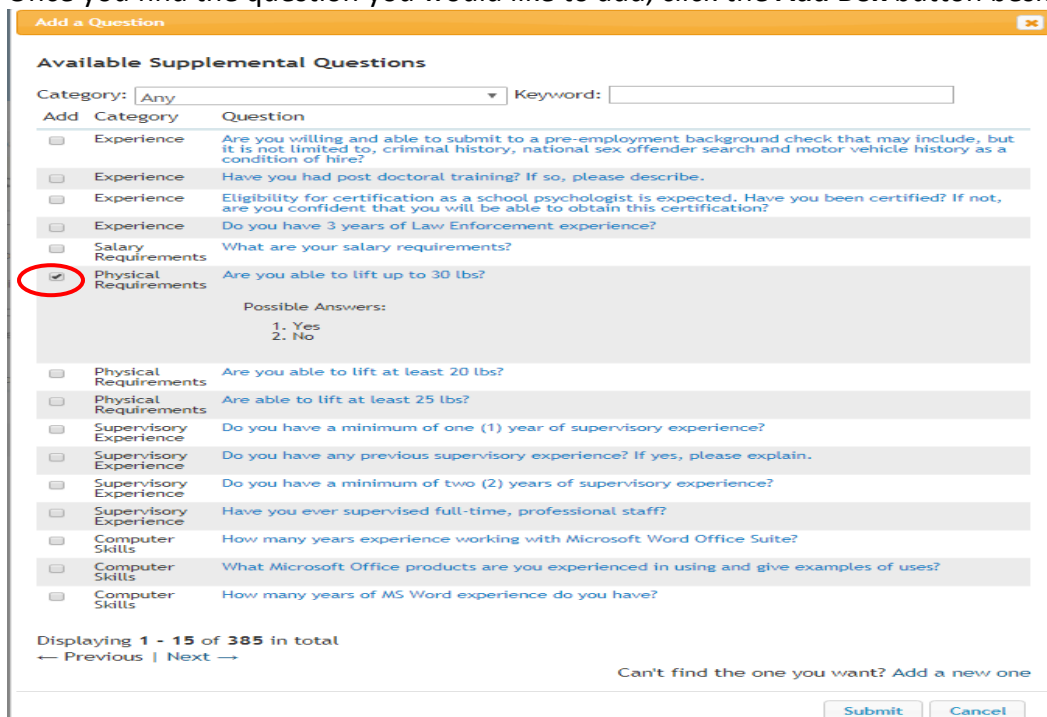
To Add Supplemental Questions to the Posting:

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



The screenshot shows the PeopleAdmin interface. The left sidebar has 'Supplemental Questions' selected. The main area is titled 'Supplemental Questions' and contains instructions: 'Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.', 'Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.', 'Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.', and 'Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.' Below the instructions is a table with columns: Position, Required, Category, Question, and Status. An 'Add a question' button is circled in red in the top right corner of the table area.

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.



The screenshot shows the 'Add a Question' pop-up window. It has a search bar for 'Category' (set to 'Any') and 'Keyword'. Below is a list of questions with checkboxes in the 'Add' column. The first question, 'Are you willing and able to submit to a pre-employment background check...', has its checkbox circled in red. Other questions include 'Have you had post doctoral training?', 'Eligibility for certification as a school psychologist...', 'Do you have 3 years of Law Enforcement experience?', 'What are your salary requirements?', 'Are you able to lift up to 30 lbs?', 'Are you able to lift at least 20 lbs?', 'Are able to lift at least 25 lbs?', 'Do you have a minimum of one (1) year of supervisory experience?', 'Do you have any previous supervisory experience? If yes, please explain.', 'Do you have a minimum of two (2) years of supervisory experience?', 'Have you ever supervised full-time, professional staff?', 'How many years experience working with Microsoft Word Office Suite?', 'What Microsoft Office products are you experienced in using and give examples of uses?', and 'How many years of MS Word experience do you have?'. At the bottom, it says 'Displaying 1 - 15 of 385 in total' and 'Can't find the one you want? Add a new one'. There are 'Submit' and 'Cancel' buttons at the bottom right.

Adding Supplemental Questions

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.

Add a Question
✕

Available Supplemental Questions

Category: Keyword:

Add	Category	Question
<input type="checkbox"/>	Experience	Are you willing and able to submit to a pre-employment background check that may include, but it is not limited to, criminal history, national sex offender search and motor vehicle history as a condition of hire?
<input type="checkbox"/>	Experience	Have you had post doctoral training? If so, please describe.
<input type="checkbox"/>	Experience	Eligibility for certification as a school psychologist is expected. Have you been certified? If not, are you confident that you will be able to obtain this certification?
<input type="checkbox"/>	Experience	Do you have 3 years of Law Enforcement experience?
<input type="checkbox"/>	Salary Requirements	What are your salary requirements?
<input checked="" type="checkbox"/>	Physical Requirements	Are you able to lift up to 30 lbs? Possible Answers: 1. Yes ← 2. No
<input type="checkbox"/>	Physical Requirements	Are you able to lift at least 20 lbs?
<input type="checkbox"/>	Physical Requirements	Are able to lift at least 25 lbs?
<input type="checkbox"/>	Supervisory Experience	Do you have a minimum of one (1) year of supervisory experience?
<input type="checkbox"/>	Supervisory Experience	Do you have any previous supervisory experience? If yes, please explain.
<input type="checkbox"/>	Supervisory Experience	Do you have a minimum of two (2) years of supervisory experience?
<input type="checkbox"/>	Supervisory Experience	Have you ever supervised full-time, professional staff?
<input type="checkbox"/>	Computer Skills	How many years experience working with Microsoft Word Office Suite?
<input type="checkbox"/>	Computer Skills	What Microsoft Office products are you experienced in using and give examples of uses?
<input type="checkbox"/>	Computer Skills	How many years of MS Word experience do you have?

Displaying 1 - 15 of 385 in total
[← Previous](#) | [Next →](#)

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

- 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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Adding Supplemental Questions

Add a Question ✕

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

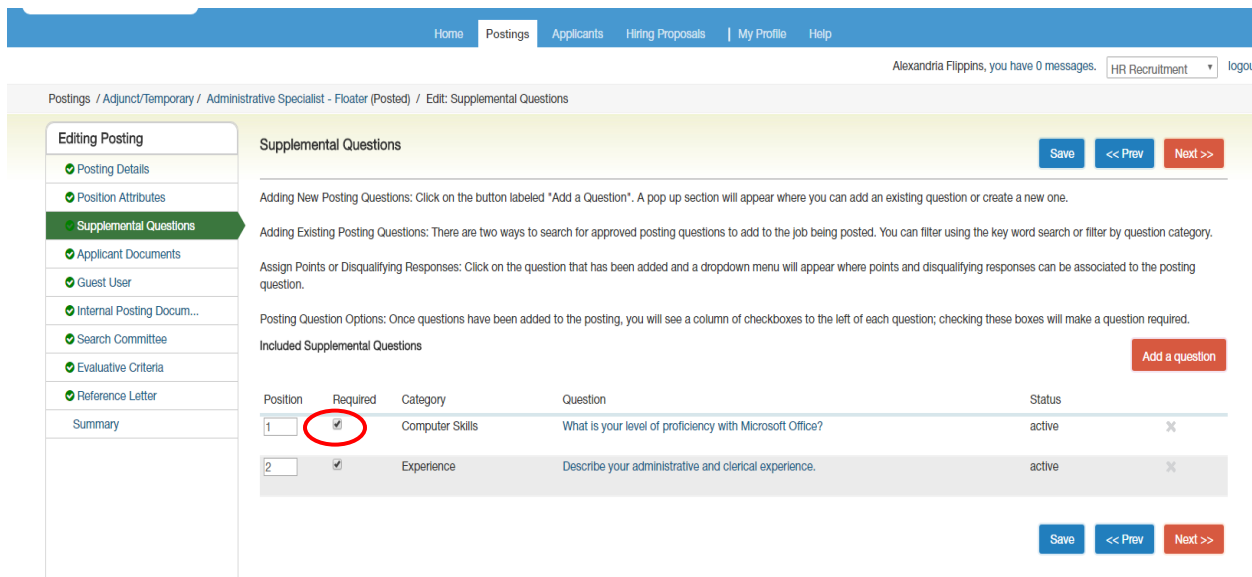
Predefined Answers

- 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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Adding Supplemental Questions

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.



Home | Postings | Applicants | Hiring Proposals | My Profile | Help

Alexandria Flippins, you have 0 messages. HR Recruitment | log out

Postings / Adjunct/Temporary / Administrative Specialist - Floater (Posted) / Edit: Supplemental Questions

Editing Posting

- Posting Details
- Position Attributes
- Supplemental Questions**
- Applicant Documents
- Guest User
- Internal Posting Docum...
- Search Committee
- Evaluative Criteria
- Reference Letter
- Summary

Supplemental Questions [Save] << Prev Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

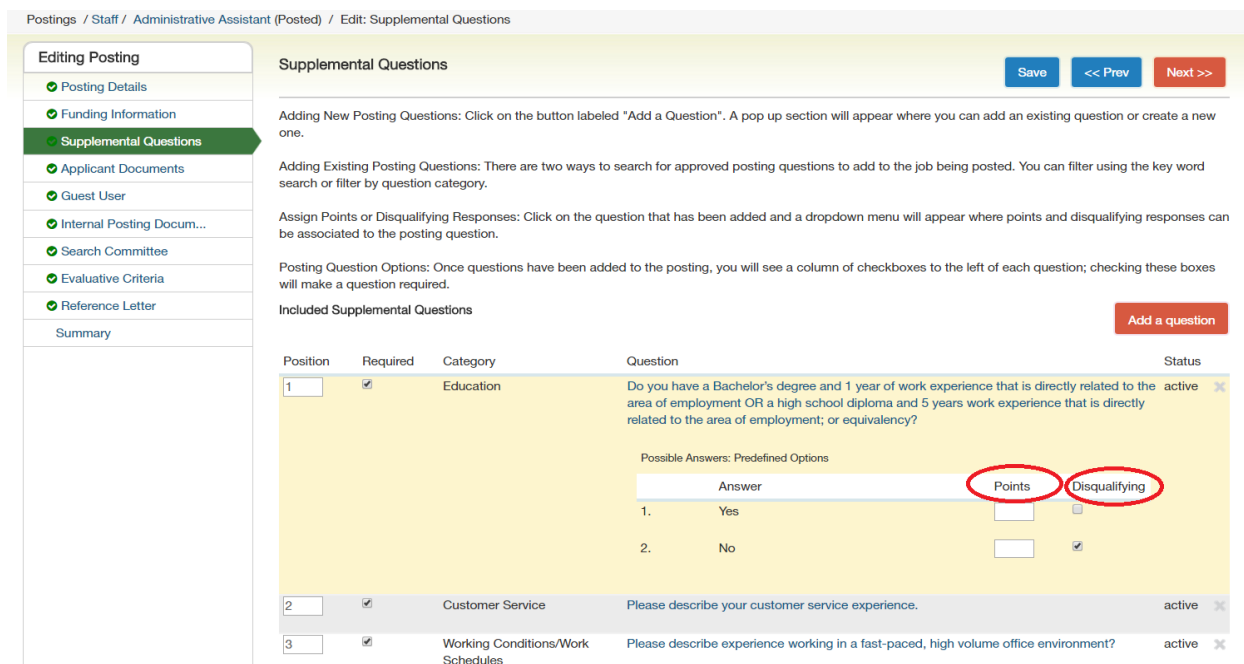
Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions [Add a question]

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Computer Skills	What is your level of proficiency with Microsoft Office?	active
2	<input checked="" type="checkbox"/>	Experience	Describe your administrative and clerical experience.	active

[Save] << Prev Next >>

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.



Postings / Staff / Administrative Assistant (Posted) / Edit: Supplemental Questions

Editing Posting

- Posting Details
- Funding Information
- Supplemental Questions**
- Applicant Documents
- Guest User
- Internal Posting Docum...
- Search Committee
- Evaluative Criteria
- Reference Letter
- Summary

Supplemental Questions [Save] << Prev Next >>

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Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions [Add a question]

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Education	Do you have a Bachelor's degree and 1 year of work experience that is directly related to the area of employment OR a high school diploma and 5 years work experience that is directly related to the area of employment; or equivalency?	active
Possible Answers: Predefined Options				
		Answer	Points	Disqualifying
1.		Yes	<input type="text"/>	<input type="checkbox"/>
2.		No	<input type="text"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	Customer Service	Please describe your customer service experience.	active
3	<input checked="" type="checkbox"/>	Working Conditions/Work Schedules	Please describe experience working in a fast-paced, high volume office environment?	active

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