



Supplemental questions are a method of gathering additional, job-specific information to assist the search committee in identifying candidates to move forward in the applicant process.

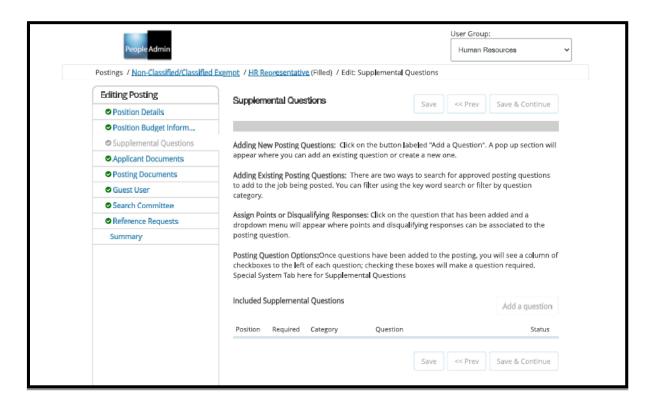
Why would a department want to use supplemental questions?

- Utilizing supplemental questions can assist the review and prioritization of applicants with required and desired educational and experiential qualifications.
- Using supplemental questions when a posting is created will save the search committee time when identifying
 the best qualified applicants especially when the applicant pool is large.

MARSHALL

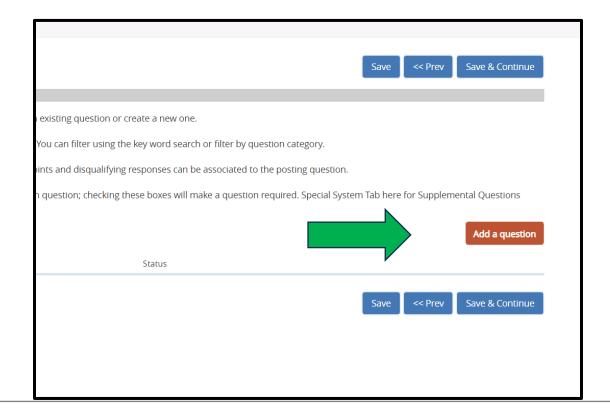
How do I add supplemental questions to my posting?

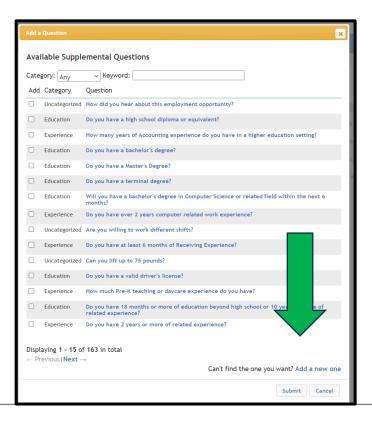
 The supplemental question tab is found in the "Applicant Tracking" (blue screen) after the position budget information screen.



MARSHALL

You can choose a question from the current bank or create a new question based on the requirements of your position.

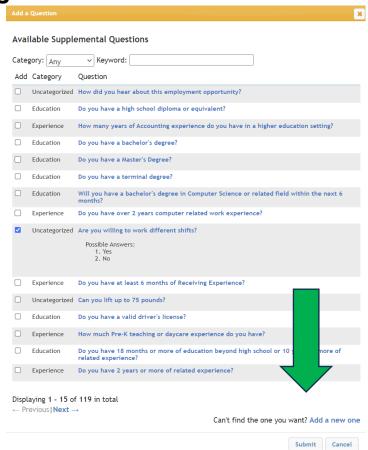






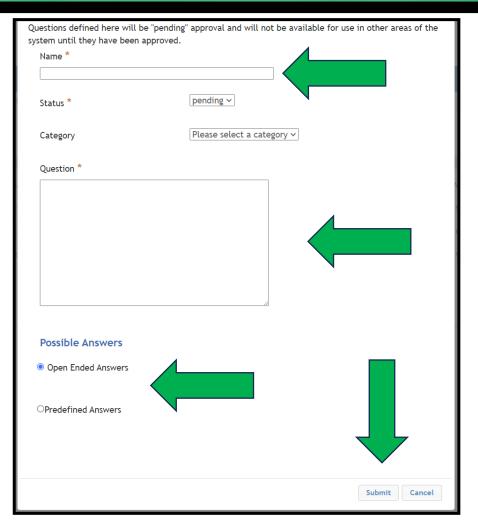
Selecting from available supplemental questions

- To select an existing question, please check the box to the left of the question.
- The possible answers will appear below the question.
- To select this question, click the "Submit" question in the bottom right-hand corner of the box.



Adding a New Supplemental Question

- Select "add a question" 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, please select a name that describes its content (education or related work experience); select a category; and enter the question.
- You will determine the possible answer type- open ended or predefined answers.
 See the next slide for additional information on answers.





Supplemental questions may have closed or openended answers:

- If you create a **closed-ended** question, please select the "Predefined Answers". These questions are answered with a "yes" or "no" response. An example would be, do you possess a valid WV Medical License in good standing?
- If you create an **open-ended** question, please select "Open Ended Answers". The answers to this type of question may have several different responses.
 - What is the highest degree of education you have completed?
 - O What is your preferred teaching method?



MARSHALL

Supplemental Question Page

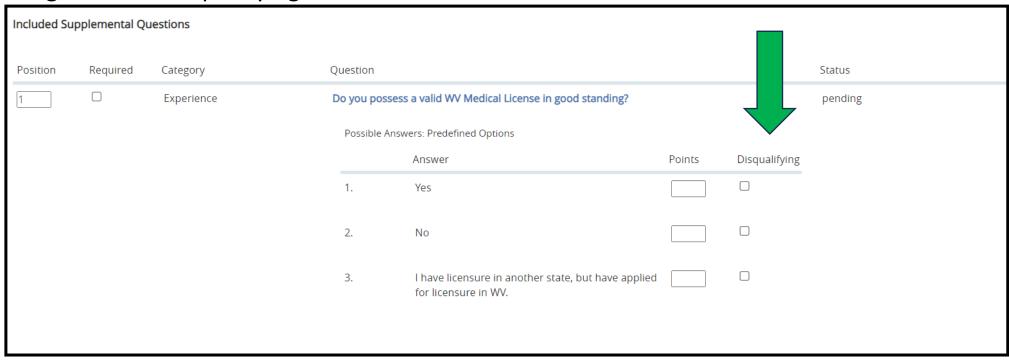
If your question(s) are required, please check the box.

Supplemental Questions 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. uestions: 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 questi Adding Existing Post ving 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 Assign Points or Disc 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 req Posting Question Op Included Supplementa Questions Category Question Status Do you possess a valid WV Medical License in good standing? Experience pending

If a supplemental question is required, it is **mandatory** for the applicant to answer the question to complete the application.



Click on the question with pre-defined answers if you want to designate it as disqualifying.



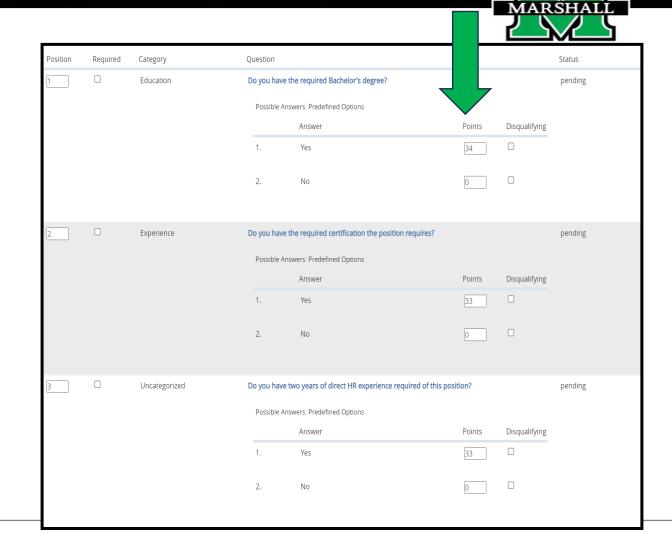
Disqualifying – An applicant's response can disqualify them from further consideration and remove the applicant from the pool.

Pre-defined questions can also be weighted by points.

To weight your questions, the search committee will need to determine the number of points assigned to each question and they must total 100 points.

To assign points:

- Click on each question and enter the number of points a "yes" or "no" response will receive.
- Click "save and continue" when complete.



MARSHALL

Supplemental Questions- Ordering and Approving

You may change the order your questions are presented to the applicant by re-ordering under the position tab.



Your questions will be reviewed and approved in the system before posting. Once the posting is live, the questions will be active.

Supplemental Questions Required fields are indicated with an asterisk (*). 1. * Do you have a bachelor's degree? • Yes • No 2. * Are you admitted to Marshall University Graduate School? • Yes • No 3. * What is your Marshall University Identification Number (901-?) (Open Ended Question) 4. * Are you willing to work different shifts? • Yes • No 5. * Would you be available to work approximately 4 Saturdays per semester? • Yes • No 6. * When is your anticipated month and year of degree completion? (Open Ended Question) 7. * Are you able to follow strict/specific procedures, rules, and regulations as prescribed by Educational Testing Service? • Yes • No



Reviewing Supplemental Question Answers

Once an applicant applies to the position, you will be able to review their answers in the "Supplemental Question" section of the application.

Required fields are indicated with an asterisk (*).
nequired fields are indicated with all asterisk (**).
1. * Do you have a bachelor's degree? 1. ^③ Yes
2. ONo
2. * Are you admitted to Marshall University Graduate School? 1. ◎ Yes
2. ONo
3. * What is your Marshall University Identification Number (901-?)
4. * Are you willing to work different shifts? 1. ◎ Yes
2. ONo
5. * Would you be available to work approximately 4 Saturdays per semester? 1. ^⑤ Yes
2. ONo
6. * When is your anticipated month and year of degree completion? April 2024
7. * Are you able to follow strict/specific procedures, rules, and regulations as prescribed by Educational Testing Service? 1. ◎ Yes
2. ONo



Frequently Asked Questions

1. Can a question be added/removed from a posting?

Yes, but only before the posting is live on the site.

2. If an applicant answers a question incorrectly, can it be fixed?

Yes, please have the applicant reactivate their application and change the answer to the question(s).

If you have other questions, please email us at recruiting@marshall.edu