

Human Resource Services

People Admin Training

Using Supplemental Questions to Improve the Recruitment Process



Supplemental Questions



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.
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Supplemental Questions



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.

The screenshot displays the 'PeopleAdmin' interface for editing a posting. The breadcrumb trail is: Postings / Non-Classified/Classified Exempt / HR Representative (Filled) / Edit: Supplemental Questions. The 'User Group' is set to 'Human Resources'. A left-hand navigation menu includes: Position Details, Position Budget Inform..., Supplemental Questions (selected), Applicant Documents, Posting Documents, Guest User, Search Committee, Reference Requests, and Summary. The main content area is titled 'Supplemental Questions' and contains instructions on adding new or existing questions, assigning points or disqualifying responses, and posting question options. At the bottom, there is a table for 'Included Supplemental Questions' with columns for Position, Required, Category, Question, and Status, and an 'Add a question' button.

PeopleAdmin

User Group: Human Resources

Postings / Non-Classified/Classified Exempt / HR Representative (Filled) / Edit: Supplemental Questions

Supplemental Questions

Save << Prev Save & Continue

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. Special System Tab here for Supplemental Questions

Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status
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Save << Prev Save & Continue

Supplemental Questions



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

This screenshot shows the main interface for managing supplemental questions. At the top right, there are three buttons: 'Save', '<< Prev', and 'Save & Continue'. Below this is a horizontal separator line. The main content area contains several lines of text: 'existing question or create a new one.', 'You can filter using the key word search or filter by question category.', 'oints and disqualifying responses can be associated to the posting question.', and 'h question; checking these boxes will make a question required. Special System Tab here for Supplemental Questions'. A large green arrow points from the text 'Special System Tab here for Supplemental Questions' to a red 'Add a question' button. Below the text is a 'Status' label. At the bottom, there are three buttons: 'Save', '<< Prev', and 'Save & Continue'.

This screenshot shows a modal window titled 'Add a Question'. It features a search and filter section with 'Category: Any' and a 'Keyword:' input field. Below this is a table of 'Available Supplemental Questions' with columns for 'Add', 'Category', and 'Question'. The table lists 15 questions, each with a checkbox and a category. A large green arrow points down to the bottom of the list. At the bottom of the modal, it says 'Displaying 1 - 15 of 163 in total' with 'Previous' and 'Next' navigation links. A link 'Can't find the one you want? Add a new one' is also present. At the very bottom are 'Submit' and 'Cancel' buttons.

Add	Category	Question
<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?
<input type="checkbox"/>	Education	Do you have a high school diploma or equivalent?
<input type="checkbox"/>	Experience	How many years of Accounting experience do you have in a higher education setting?
<input type="checkbox"/>	Education	Do you have a bachelor's degree?
<input type="checkbox"/>	Education	Do you have a Master's Degree?
<input type="checkbox"/>	Education	Do you have a terminal degree?
<input type="checkbox"/>	Education	Will you have a bachelor's degree in Computer Science or related field within the next 6 months?
<input type="checkbox"/>	Experience	Do you have over 2 years computer related work experience?
<input type="checkbox"/>	Uncategorized	Are you willing to work different shifts?
<input type="checkbox"/>	Experience	Do you have at least 6 months of Receiving Experience?
<input type="checkbox"/>	Uncategorized	Can you lift up to 75 pounds?
<input type="checkbox"/>	Education	Do you have a valid driver's license?
<input type="checkbox"/>	Experience	How much Pre-K teaching or daycare experience do you have?
<input type="checkbox"/>	Education	Do you have 18 months or more of education beyond high school or 10 years of related experience?
<input type="checkbox"/>	Experience	Do you have 2 years or more of related experience?

Supplemental Questions



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.

Add a Question ✕

Available Supplemental Questions

Category: Any | Keyword:

Add	Category	Question
<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?
<input type="checkbox"/>	Education	Do you have a high school diploma or equivalent?
<input type="checkbox"/>	Experience	How many years of Accounting experience do you have in a higher education setting?
<input type="checkbox"/>	Education	Do you have a bachelor's degree?
<input type="checkbox"/>	Education	Do you have a Master's Degree?
<input type="checkbox"/>	Education	Do you have a terminal degree?
<input type="checkbox"/>	Education	Will you have a bachelor's degree in Computer Science or related field within the next 6 months?
<input type="checkbox"/>	Experience	Do you have over 2 years computer related work experience?
<input checked="" type="checkbox"/>	Uncategorized	Are you willing to work different shifts? Possible Answers: 1. Yes 2. No
<input type="checkbox"/>	Experience	Do you have at least 6 months of Receiving Experience?
<input type="checkbox"/>	Uncategorized	Can you lift up to 75 pounds?
<input type="checkbox"/>	Education	Do you have a valid driver's license?
<input type="checkbox"/>	Experience	How much Pre-K teaching or daycare experience do you have?
<input type="checkbox"/>	Education	Do you have 18 months or more of education beyond high school or 10 months or more of related experience?
<input type="checkbox"/>	Experience	Do you have 2 years or more of related experience?

Displaying 1 - 15 of 119 in total
← Previous | Next →

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

Supplemental Questions



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.**

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

Four large green arrows are overlaid on the form to highlight specific fields: one points to the Name input field, one points to the Question input field, one points to the Open Ended Answers radio button, and one points to the Submit button.

Supplemental Questions



Supplemental questions may have closed or open-ended 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?
 - What is your preferred teaching method?

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 * v

Category v

Question *

Possible Answers

Open Ended Answers

Predefined Answers

Allow users to multiselect?

Empty answers will be excluded.
Click and drag possible answers to reorder them.

Possible Answer 1: *

Possible Answer 2: *

Possible Answer 3: *

Possible Answer 4: *

Supplemental Questions



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.

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 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



Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Experience	Do you possess a valid WV Medical License in good standing?	pending


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

Supplemental Questions



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

Included Supplemental Questions						
Position	Required	Category	Question			Status
1	<input type="checkbox"/>	Experience	Do you possess a valid WV Medical License in good standing?			pending
Possible Answers: Predefined Options						
			Answer	Points	Disqualifying	
			1. Yes	<input type="text"/>	<input type="checkbox"/>	
			2. No	<input type="text"/>	<input type="checkbox"/>	
			3. I have licensure in another state, but have applied for licensure in WV.	<input type="text"/>	<input type="checkbox"/>	

A large green arrow pointing downwards, highlighting the 'Disqualifying' column in the table above.

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

Supplemental Questions



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.

The screenshot shows a web interface for setting up supplemental questions. A large green arrow points to the 'Points' input field for the first question. The interface is organized into three rows, each representing a question. Each row has columns for 'Position', 'Required', 'Category', 'Question', and 'Status'. Below each question, there is a table for 'Possible Answers: Predefined Options' with columns for 'Answer', 'Points', and 'Disqualifying'.

Position	Required	Category	Question	Status	
1	<input type="checkbox"/>	Education	Do you have the required Bachelor's degree?	pending	
Possible Answers: Predefined Options					
			Answer	Points	Disqualifying
1.			Yes	34	<input type="checkbox"/>
2.			No	0	<input type="checkbox"/>
2	<input type="checkbox"/>	Experience	Do you have the required certification the position requires?	pending	
Possible Answers: Predefined Options					
			Answer	Points	Disqualifying
1.			Yes	33	<input type="checkbox"/>
2.			No	0	<input type="checkbox"/>
3	<input type="checkbox"/>	Uncategorized	Do you have two years of direct HR experience required of this position?	pending	
Possible Answers: Predefined Options					
			Answer	Points	Disqualifying
1.			Yes	33	<input type="checkbox"/>
2.			No	0	<input type="checkbox"/>


Supplemental Questions



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.



Included Supplemental Questions			
Position	Required	Category	Question
<input type="text" value="1"/>	<input checked="" type="checkbox"/>	Education	Do you have a Bachelor's Degree or higher in Aviation or related field?
<input type="text" value="2"/>	<input checked="" type="checkbox"/>	Experience	Do you meet FAR 141.36 Assistant Chief Instructor qualifications?
<input type="text" value="3"/>	<input checked="" type="checkbox"/>	Experience	Do you meet FAR 61.195 requirements for training first-time flight instructor applicants?
<input type="text" value="4"/>	<input checked="" type="checkbox"/>	Experience	Do you have 1000 or more flight hours?
<input type="text" value="5"/>	<input checked="" type="checkbox"/>	Experience	Do you have 750 or more hours flight hours dual given?
<input type="text" value="6"/>	<input checked="" type="checkbox"/>	Experience	Do you have over 1 1/2 years and a total of 500 or more flight hours dual given?
<input type="text" value="7"/>	<input checked="" type="checkbox"/>	Experience	Enter total number of airplane flight hours logged.
<input type="text" value="8"/>	<input checked="" type="checkbox"/>	Experience	Enter total number of airplane dual given flight hours logged.

Supplemental Questions
Required fields are indicated with an asterisk (*).

- * Do you have a bachelor's degree?
 - Yes
 - No
- * Are you admitted to Marshall University Graduate School?
 - Yes
 - No
- * What is your Marshall University Identification Number (901-?)
(Open Ended Question)
- * Are you willing to work different shifts?
 - Yes
 - No
- * Would you be available to work approximately 4 Saturdays per semester?
 - Yes
 - No
- * When is your anticipated month and year of degree completion?
(Open Ended Question)
- * Are you able to follow strict/specific procedures, rules, and regulations as prescribed by Educational Testing Service?
 - Yes
 - No

Supplemental Questions



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.

✔ Supplemental Questions

Required fields are indicated with an asterisk (*).

- * Do you have a bachelor's degree?
 - Yes
 - No
- * Are you admitted to Marshall University Graduate School?
 - Yes
 - No
- * What is your Marshall University Identification Number (901-?)
[REDACTED]
- * Are you willing to work different shifts?
 - Yes
 - No
- * Would you be available to work approximately 4 Saturdays per semester?
 - Yes
 - No
- * When is your anticipated month and year of degree completion?
April 2024
- * Are you able to follow strict/specific procedures, rules, and regulations as prescribed by Educational Testing Service?
 - Yes
 - No

Supplemental Questions



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
