

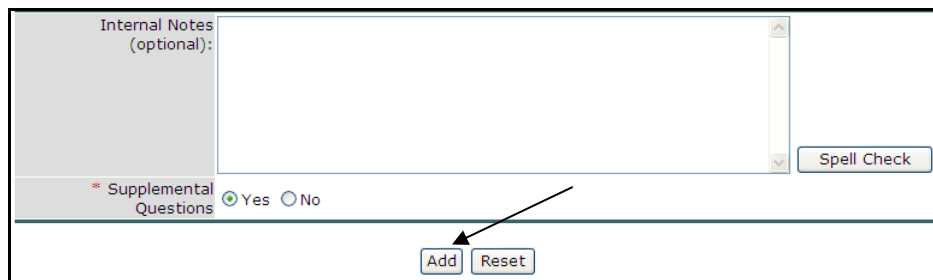
## Creating Supplemental Questions

### Introduction

Supplemental questions are used to screen applicant qualifications. Questions used assess whether applicants meet the minimum/position-specific minimum qualifications, and other documented qualifications.

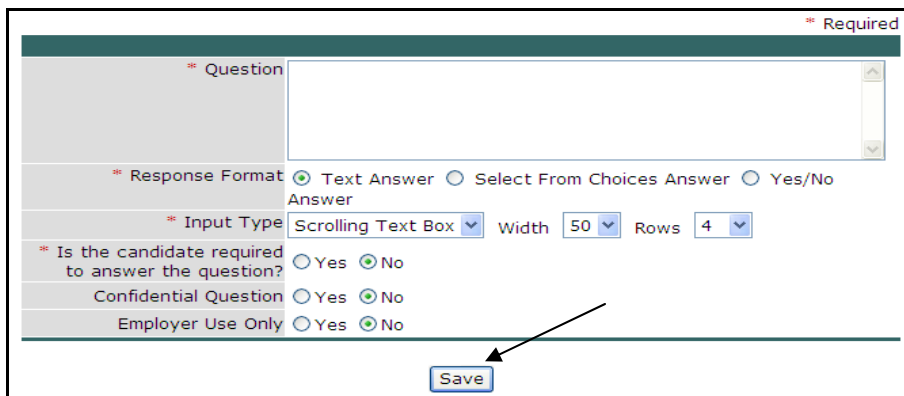
**Navigation Path:** See Creating a Posting Job Aids

Step	Action	Comments
1.	When creating a posting, select “Yes” next to “Supplemental Questions” at the bottom of the page and click the “Add” button	Note: If posting is already saved as a draft go to Post – Job Postings – Edit – Supplemental Questions (at top of the page) to add questions



2.	There are three types of “Response Formats”, <b>Text Answer</b> , <b>Select From Choices Answer</b> and <b>Yes/No Answer</b> . Make sure you select the one that will give you the answer you require.	
3.	<b>Text Answer</b> – Type the question and make sure “Text Answer” is selected as the “Response Format” for a Text response question	<ul style="list-style-type: none"> <li>▪ Review your question for spelling and punctuation mistakes.</li> <li>▪ The question should be simple and easy to understand.</li> </ul>

Step	Action	Comments
4.	Choose the "Input Type" and select the "Width" and number of "Rows"	If you are asking for an explanation or description of something in your question, we recommend a "Width" of 50 and 12 "Rows" to allow the applicant plenty of space to answer.
5.	Select whether the candidate is Required to answer or if the question is Employer Use Only; select "No" for Confidential Question field	<ul style="list-style-type: none"> <li>▪ Confidential information shouldn't be requested on a supplemental question</li> <li>▪ "Employer Use Only" questions can't be viewed by the applicant and must be answered by the HR User               <ul style="list-style-type: none"> <li>○ Example of "Employer Use Only" question: "Did applicant send their college transcripts?"</li> </ul> </li> </ul>
6.	Click "Save".	<ul style="list-style-type: none"> <li>▪ A Text Response question normally follows a Yes/No question. This allows you to easily screen out the applicants who answered "No" to the first question without having to read every text explanation answer.               <ul style="list-style-type: none"> <li>○ Example of Yes/No question: Do you have at least five years of management experience?</li> <li>○ Example of Text Response question: If you answered "Yes" to the previous question, please explain how you obtained your management experience. If you answered "No", please type N/A.</li> </ul> </li> </ul>



\* Required

\* Question

\* Response Format  Text Answer  Select From Choices Answer  Yes/No Answer

\* Input Type  Width  Rows

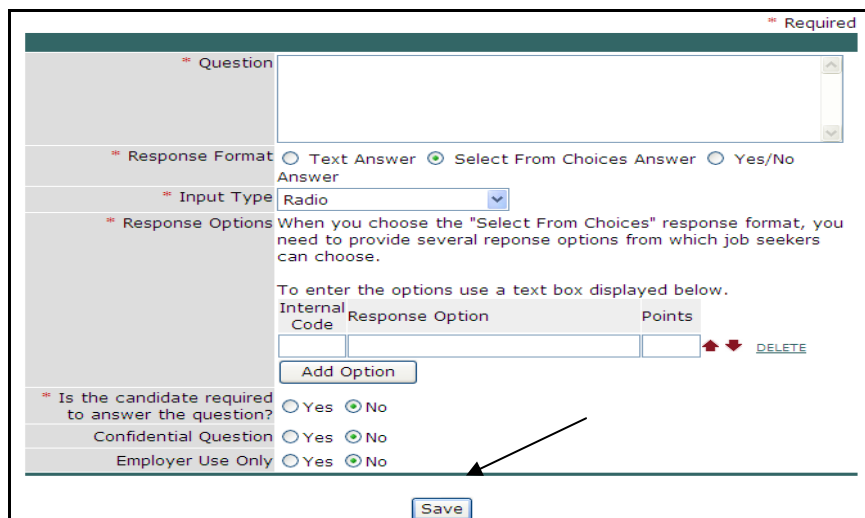
\* Is the candidate required to answer the question?  Yes  No

Confidential Question  Yes  No

Employer Use Only  Yes  No

Step	Action	Comments
7.	<b>Select From Choices</b> – Type your question and pick “Select From Choices Answer” as the “Response Format” for a Select From Choices Question	<ul style="list-style-type: none"> <li>▪ Review your question for spelling and punctuation mistakes.</li> <li>▪ The question should be simple and easy to understand.</li> <li>▪ <b>You must create a “Select from Choices Answer” question if you want to use the auto-scoring feature.</b></li> </ul>
8.	Choose the “Input Type”.	<ul style="list-style-type: none"> <li>▪ Selecting “Checkbox” or “Drop Down Box Multiple” allows the applicant to make more than one selection.</li> <li>▪ If you only want the applicant to choose one answer, make sure to select the “Radio” or “Drop Down Box Single” Input Type. <ul style="list-style-type: none"> <li>○ The “Drop Down Box” Input Types are normally used if there are a large number of response options (e.g. All facilities, all 88 counties, etc.)</li> </ul> </li> </ul>
9.	Enter the first response choice and click “Add Option” to add more choices.	<ul style="list-style-type: none"> <li>▪ When creating a “Select from Choices” question, make sure all answer choices are given (e.g., if the question asks how many years of experience; make sure none and less than a year are listed as choices.)</li> <li>▪ You must enter a different “Internal Code” for each “Response Option”. (e.g. If your Response Options are Yes, No and Sometimes, your Internal Codes could be Y, N and S)</li> <li>▪ Enter “Points” if you are using the auto-scoring feature.</li> <li>▪ Check spelling and punctuation for the answer choices.</li> </ul>

Step	Action	Comments
10.	Select whether the candidate is Required to answer or if the question is Employer Use Only; select "No" for Confidential Question field	<ul style="list-style-type: none"> <li>▪ Confidential information shouldn't be requested on a supplemental question</li> <li>▪ "Employer Use Only" questions can't be viewed by the applicant and must be answered by the HR User               <ul style="list-style-type: none"> <li>○ Example of "Employer Use Only" question: "Did applicant send their college transcripts?"</li> </ul> </li> </ul>
11.	Click "Save".	<ul style="list-style-type: none"> <li>▪ A "Select from Choices" question allows the applicant to choose one or more answers.</li> <li>▪ Make sure all answer choices are listed               <ul style="list-style-type: none"> <li>○ Example of Select from Choices question: How many years of management experience do you have?                   <ul style="list-style-type: none"> <li>▪ 0 -2 years of experience</li> <li>▪ Greater than 2 years, but less than 4 years of experience</li> <li>▪ Greater than 4 years, but less than 6 years of experience</li> <li>▪ 6 years or more</li> </ul> </li> </ul> </li> </ul>



\* Required

\* Question

\* Response Format  Text Answer  Select From Choices Answer  Yes/No Answer

\* Input Type

\* Response Options When you choose the "Select From Choices" response format, you need to provide several response options from which job seekers can choose.

To enter the options use a text box displayed below.

Internal Code	Response Option	Points
<input type="text"/>	<input type="text"/>	<input type="text"/>

DELETE

Add Option

\* Is the candidate required to answer the question?  Yes  No

Confidential Question  Yes  No

Employer Use Only  Yes  No

Save

Step	Action	Comments
12.	<b>Yes/No Answer</b> – Enter the question and select “Yes/No Answer” as the “Response Format” for a “Yes/No” response question	<ul style="list-style-type: none"> <li>▪ Review your question for spelling and punctuation mistakes.</li> <li>▪ The question should be simple and easy to understand.</li> </ul>
13.	Select whether the candidate is Required to answer or if the question is Employer Use Only; select “No” for Confidential Question field	<ul style="list-style-type: none"> <li>▪ Confidential information shouldn’t be requested on a supplemental question</li> <li>▪ “Employer Use Only” questions can’t be viewed by the applicant and must be answered by the HR User                             <ul style="list-style-type: none"> <li>○ Example of “Employer Use Only” question: “Did applicant send their college transcripts?”</li> </ul> </li> </ul>
14.	Click “Save”.	<ul style="list-style-type: none"> <li>▪ When creating a “Yes/No” question, be careful to not make it a compound question. Make the questions as simplistic as possible. If there is a possibility someone could answer “Yes” to part of the question and “No” to another part, you will need to split the question into 2 questions.                             <ul style="list-style-type: none"> <li>○ Example of a good question: Do you possess a valid commercial driver's license?</li> <li>○ Example of a compound question: Are you willing and able to secure an Ohio Driver License, if a license is required?</li> </ul> </li> <li>▪ A person may be willing to secure a driver’s license, but they may not be able to because their license is currently suspended.</li> </ul>

\* Required

\* Question

\* Response Format
 Text Answer
  Select From Choices Answer
  Yes/No Answer

\* Is the candidate required to answer the question?
 Yes
  No

Confidential Question
 Yes
  No

Employer Use Only
 Yes
  No

Step	Action	Comments
15.	Click "Add New Question" to add a question.	
16.	Click "Edit" to make changes to your question.	If you've created two or more questions, you'll be able to use the "Up" and "Down" arrows to change the order.
17.	Click "Inactivate" to remove the question from view.	This will not delete the question, but applicants will not be able to see it when they apply.

<a href="#">Add New Question</a>	<a href="#">Show Inactive Questions</a>				
#	Question	Req.	Conf.	Emp.	Action
1.	Are you an employee with Agency X? <input type="radio"/> Yes <input type="radio"/> No	•			<input type="button" value="Edit"/> <input type="button" value="Inactivate"/> <input type="button" value="Up"/> <input type="button" value="Down"/>
<a href="#">Add New Question</a>	<a href="#">Show Inactive Questions</a>				

### **Tips and Suggestions**

- “Yes/No” and “Select from Choices” questions give the most accurate data. These types of questions are also required to create advanced filters.
- For internal postings, a Yes/No question asking if the applicant is currently employed with your agency will help immediately eliminate those applicants who were not eligible to apply.
- We do not recommend using the item bank, because it is very hard to locate the questions after adding them to the bank.
- Your agency may want to keep a database, spreadsheet or some other document containing questions your agency frequently asks to ensure the questions are asked the same way each time, and to make them easier to find when creating a posting.
- We suggest making all supplemental questions required to ensure applicants answer the questions.