

Adding Minimum and Additional Consideration Questions to the State Employment Application

Overview

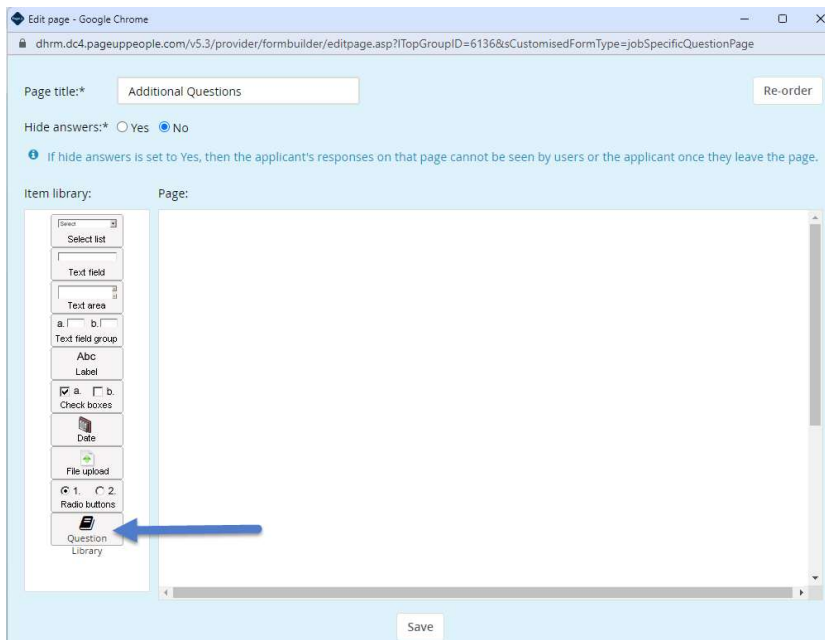
Agencies are allowed to add job specific questions to the state employment application to assist them in screening applicants. Recruiters can add up to ten (10) Minimum Qualification questions and up to ten (10) Additional Consideration questions. We have created the *Minimum and Additional Consideration Scoring* screening report that will allow recruiters to see the applicant's answers and their total score.

On the job card in the *Advertising for Job Sourcing* section, select *State Employment Application* from the dropdown and click the *Customize for job* button.



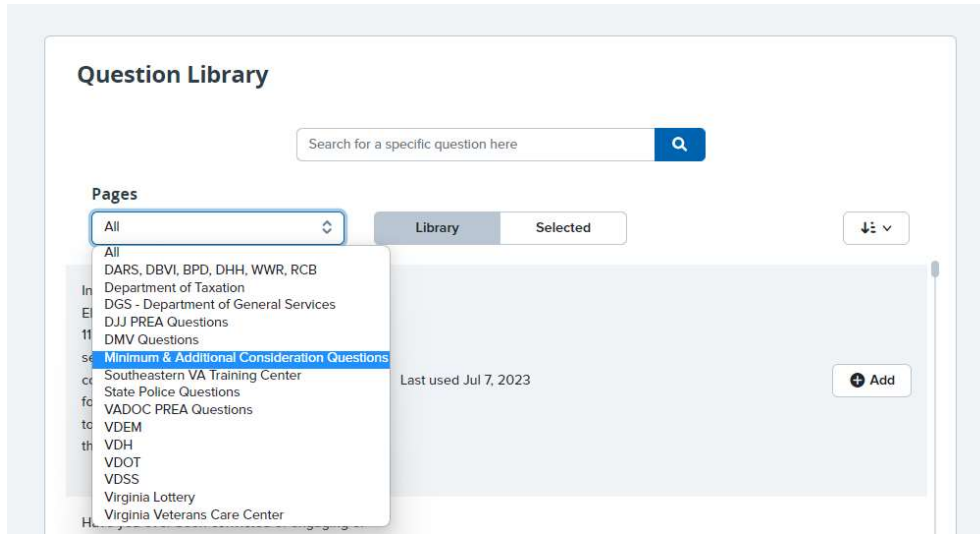
The screenshot shows a dark blue header with the text "ADVERTISING FOR JOB SOURCING". Below the header, there are two labels: "Form:" and "Posting Pitch:". The "Form:" label is followed by a dropdown menu with three options: "Select", "Select", and "State Employment Application". To the right of the dropdown menu are two buttons: "Preview" and "Customize for job". A blue arrow points to the "Customize for job" button.

The editing popup window will load for customizing questions on the state application. (If a window does not appear, confirm that popups are enabled in your browser). On this screen, select the *Question Library* button located in the left column at the bottom.

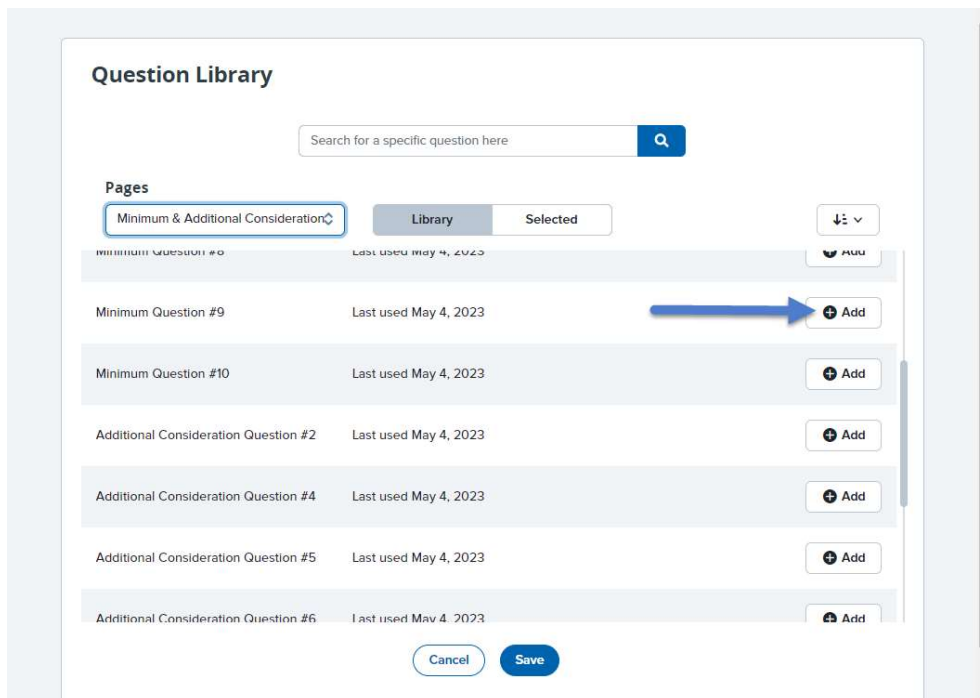


The screenshot shows a browser window titled "Edit page - Google Chrome". The address bar shows the URL "dhrm.dc4.pageuppeople.com/v5.3/provider/formbuilder/editpage.asp?TopGroupID=6136&sCustomisedFormType=jobSpecificQuestionPage". The page title is "Additional Questions". There are two radio buttons for "Hide answers:*" with "Yes" and "No" options. Below this is a note: "If hide answers is set to Yes, then the applicant's responses on that page cannot be seen by users or the applicant once they leave the page." The "Item library" section on the left contains a list of question types: "Select list", "Text field", "Text area", "Text field group", "Label", "Check boxes", "Date", "File upload", "Radio buttons", and "Question Library". A blue arrow points to the "Question Library" button. At the bottom of the page is a "Save" button.

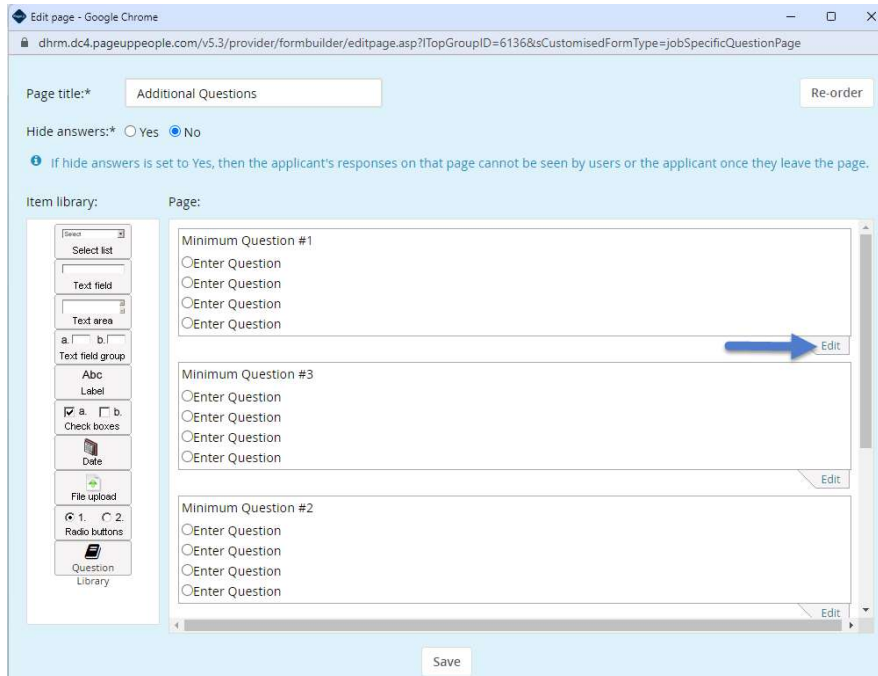
From the *Pages* menu, select *Minimum & Additional Consideration Questions* from the dropdown.



The *Question library* popup window will load with 10 optional *Minimum* questions and 10 optional *Additional Consideration* questions. Determine how many questions you would like to add from each category (10 max for each) and click +*Add*. After selecting the desired number of questions from the library, click *Save*.



The editing window will now show your selected questions from the template list. For EVERY question displayed in the Pages window, you will select *Edit* to update with the exact language and responses you wish to have displayed on the customized application.



To customize the question on the editing screen, update the *Question Label* field by highlighting and replacing text with the wordage to your specific question. This will be the question the applicant views on the customized application. Edit the response options by replacing “Enter Question” in the *Responses* section *Name* fields. You can key in one or multiple response options that you would like to be scored. Each response has its own numerical grade assigned, (5,3,1 and 0) in order from top to bottom. If more than 4 responses are added, all additional responses will be set to a zero score. Ensure that you hit the save button after each entry. This step is for both Minimum & Additional Consideration Questions.



