Welcome to the St. Louis Community College Online Applicant Tracking Tutorial

Create Posting: Supplemental Questions

Let’s Get Started!
https://jobs.stlcc.edu/hr
Online Applicant Tracking
For
St. Louis Community College

Click the mouse to go to the next slide or click on the box at the bottom of each page. To go back a slide click on the box.
Create Posting:
What are Supplemental Questions?

For each question that offers a pre-defined set of answer choices, you have the ability to mark an answer choice as disqualifying. The system will automatically screen out disqualified applicants.

- Supplemental Questions are questions specific to the job being posted that will be asked of the applicants during the application process.
- Supplemental Questions may present applicants with a pre-defined set of answer choices or provide an open field for the applicant to supply a textual/open-ended answer to the question.
Create Posting:
What are Supplemental Questions?

• For each question that offers a pre-defined set of answer choices, you have the ability to mark an answer choice as disqualifying. This means that any applicant that answers the question with the disqualifying answer choice will be automatically marked with a disqualifying Applicant State, and will receive an email from the system stating that they did not meet the minimum qualifications. For example, if a position requires a bachelor’s degree (no equivalent) a response of “no” can be disqualifying.

• Why Important?: Supplemental Questions can be used to screen and rank candidates. You may then use the Supplemental Questions to reduce the number of candidates to a more manageable number.
Create Posting:
Supplemental Questions

Note: All postings will have two default questions about how the applicant learned about the job. The Hiring Manager does not have to do anything to those two questions (see below).

• Please share with us how you learned of this position
• If “other”, please specify
Create Posting:
What are Supplemental Questions?

• You also have the ability to assign points to each pre-defined answer choice to allow for weighting and scoring of the applicant's answers to the Supplemental Questions.
• You can also have open-ended questions; be prepared for lengthy responses.
• **Note**: you won’t be able to filter with open-ended answers.
• **Also, be sure to have pre-defined answers all-inclusive, that is, less than one year, five years or more--instead of just 1-3 years as list of options.**
Create Posting:  
All Supplemental Questions Must Be Required

- Check each box under required column (to left of Category column) to all the Supplemental Questions. This will force the applicant to respond to each Supplemental Question.

Adding a Supplemental Question to a Posting
- Additional questions may be added specifically for the Posting either by adding an existing question from the Supplemental Question Bank/Library (see below screen shot) or by creating a new question.
Create Posting:
Steps for adding an existing/available supplemental question
Create Posting:

Steps for adding an existing/available supplemental question

• You can search the dropdown by category (education, work experience, licenses and certifications) or you can put in a keyword.

• For example, when the keyword is diversity, three Supplemental Questions are in the library. Note one is a pre-defined question/yes or no; the other is an open-ended question.

• Remember to check the box and click on submit if you wish to use the question.
Create Posting:
Search by Category and/or Keyword
Create Posting:
Examples of Pre-Defined and Open-Ended Diversity Questions

Available Supplemental Questions

Category: Any
Keyword: diversity

Add Category Question

- Work Experience
  Share your experiences working with international students or diverse populations.

- Work Experience
  Do you have experience working in a multi-cultural educational setting?

  Possible Answers:
  1. Yes
  2. No

- Work Experience
  Do you have experience working in a multi-cultural educational setting?

  Possible Answers: Open Ended

Displaying all 3

Can't find the one you want? Add a new one

Cancel  Submit
Create Posting:
Check the box on the left and click submit
Create Posting:
Steps for adding a new question

• If you don’t see a question that you wish to use, click on Add a New One (see previous slide).

• Possible Answers - Select either Open-Ended Answers or Pre-defined Answers
Create Posting:
Steps for adding a new question

[Image of a UI interface for adding a new question with fields for Name, Status, Category, Question, and Possible Answers]
Create Posting:

See below example of a Supplemental Question with a predefined answer of “yes” or “no.”
Create Posting:
Steps for adding a new question

• Once you click submit, the new Supplemental Question is added (see below). After you have entered all of the details for the new Supplemental Question for this Posting, select the Save button.
Create Posting:
Steps for adding a new question

• If the field collapses when filling in the question, move your cursor to one of the possible answers or hit the tab button and the screen will expand. Please note you can also copy and paste into the field. The collapsed field is a known issue with Internet Explorer 7 and is being addressed.
Create Posting:
Steps for adding a new question

• Adding a second question: experience counseling college students (as an example)
Create Posting:
Steps for adding a new question

• Be sure to check required so that the applicant will be required to answer the Supplemental Questions. Note that all Supplemental Questions are pending until approved by the Human Resources Employment Team.