

*Supplemental Questions are added to job postings to address specific requirements for applicants. Questions specific to a posting and therefore not on the application form should be included.*

### Adding a Supplemental Question to a Job Posting

1. Click **Add a question** on the Supplemental Questions page.
2. Find the desired question in the list
  - a. The list of questions can be filtered by category.
  - b. All questions in the Core category should be included on every staff posting.
  - c. Select one or more questions using the check boxes on the left.
  - d. Click **Submit**

### Adding a New Supplemental Question

1. Click **Add a question** on the Supplemental Questions page.
2. Click **Can't find the one you want? Add a new one.**
3. Enter a Name, Status, and Category for your question.
4. Write out your question in the Question field.
5. Choose from  **Open Ended Answers** or  **Predefined Answers**.
6. If you choose Predefined Answers, fill them in. More answer spaces will be provided automatically when you enter text in the last one.
7. Click **Submit**.
8. New questions will only be available after they have been approved by an administrator.

### Adjusting Supplemental Questions

1. Click on the question to be edited on the Supplemental Questions page.
2. A menu will open below the question showing the possible answers
3. Assign point values to each answer and a weigh to the question if necessary.
4. Check the box under **Disqualifying** if applicable for an answer.
5. Click the question title again to collapse the menu and move to another.
6. Click **Save** to save your progress.