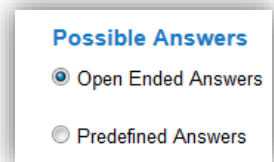
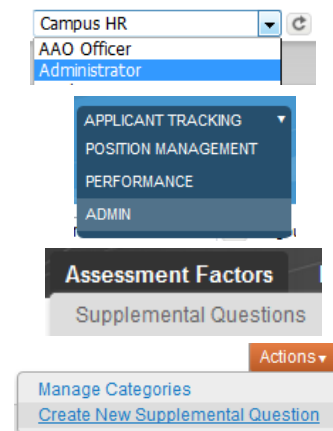


This manual will explain how to create and manage new supplemental questions, as well as how to approve new supplemental questions purposed by other users. Managing supplemental questions can only be done by an administrator.

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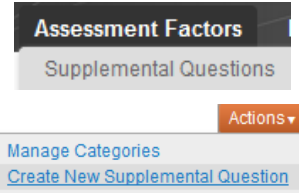
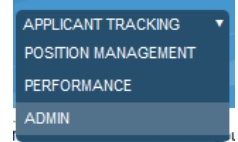
To create a new supplemental question:

1. Log in to PeopleAdmin and select the Administrator Role.
2. Select ADMIN from the Module menu.
3. Select Supplemental Questions from the Assessment Factors menu.
4. Select Create New Supplemental Question from the Actions menu.
5. Fill out the Name and Status fields. Generally, the name should be the same as the question, unless the question is abnormally long.
6. Select the appropriate category, and type the question in the Question field. Questions may only belong to one category, so avoid using campus-specific categories unless the question truly can only be used by people at that institution.
7. Choose Open Ended or Predefined Answers. Questions with Open Ended answers will provide a text box for the applicant to respond in. Choosing Predefined Answers will allow you to put in as many answers as you want, and the applicant will be able to choose one selection. Note: The page is dynamic, meaning at first there are only two or three answer slots. If you need more, they will appear as you type in the last one. That is, while you type in box number 3, a fourth box will appear, and so on.
8. When finished, click Create Supplemental Question to save the question.



Managing Supplemental Question Categories:

1. Log in to PeopleAdmin, select the Administrator Role, and click Refresh.
2. Select ADMIN from the Module menu.
3. Select Supplemental Questions from the Assessment Factors menu.
4. Select Manage Categories from the Actions menu.
5. Click the name of a category in the list to modify the name. Click OK to save your changes or Cancel to forget your changes.
6. Enter a name for a new category in the box at the bottom of the list, and click Add Supplemental Question Category.



Approve Supplemental Questions on Job Postings:

When creating a job posting, a department user or department authority can create new supplemental questions. These supplemental questions must be approved or disapproved before the posting can be approved and go live.

1. Log in to PeopleAdmin, select the Campus HR Role, and click Refresh.
2. Select Applicant Tracking from the Module menu.
3. On the Applicant Tracking Home tab, Select Postings in the Inbox window to view job postings waiting for approval. Select a posting by click it's Job Title.
4. On the Posting Summary page, scroll down to the Supplemental Questions section. If there are questions awaiting approval, there will be an orange exclamation point and a note explaining that there are questions awaiting approval. Click Approve Now to approve the question.

Note: In an effort to keep the number of supplemental questions to a minimum, both the user creating the question and the Campus HR user approving it have a responsibility to search the supplemental questions and make sure a similar one does not already exist. The list of supplemental questions will periodically be reviewed and duplicates deleted. Further, Campus HR users should be mindful of legal issues when approving supplemental questions.