## 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.

		_		
Form:	Select	~	Preview	Customize for job
	Select			
Posting Pitch:	State Employment Application			

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.



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

Ques	stion Library					
		Search for	a specific question h	nere	٩	
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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*.

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Pages			
Minimum & Additional Consideratio	n¢ Library	Selected	4E ~
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Minimum Question #9	Last used May 4, 2023		Add
Minimum Question #10	Last used May 4, 2023		Add
Additional Consideration Question #2	Last used May 4, 2023		G Add
Additional Consideration Question #4	Last used May 4, 2023		Add
Additional Consideration Question #5	Last used May 4, 2023		G Add
Additional Consideration Question #6	Last used May 4, 2023		Add

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.

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Select list	Minimum Question #1
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Label	OEnter Question
Check boxes	OEnter Question
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Date	OEnter Question
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File upload	Minimum Question #2
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	Edit
	Save

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.

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Once the application is completed by the applicant, you will be able to view the questions answered and the scores on the Job Card by selecting the *Reports* tab. You will see 3 reports. When the reports are available, select the *Minimum and Additional Consideration Scoring* report to view and/or download the scoring for all questions.

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**Note**: This is the display you will see when you open the report. Your report will show all calculations from the questions answered.

Filters (	ers (3) Applicant Applicant ID is not null Job Job ID is \$10625 Job Requisition Number is any value							Minimum and Additional Consideration Scoring									
Requis	sition		Total Application Score	Min Qual 1	Min Qual 2	Min Qual 3	Min Qual 4	Min Qual 5	Min Qual 6	Min Qual 7	Min Qual 8	Min Qual 9	Min Qual 10	Additional Consideration 1	Additional Consideration.	Add	
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