

# Adding Screening Questions

(Open Ended or Questions with Answer lists)

Questions and Answers must be set up ahead of time. If the question has a predetermined list of answers, those must be linked to the Question before being added to a job posting.

To create or edit Questions or Answers you must have the TAM Admin role, but any recruiter can add existing Questions to a posting.

## Scenario: Add a Question to a Job Posting.

In this example, an Open-Ended Question for “Diversity Statement” has already been set up.

1. On the first tab, **Job Details**, fill out the posting information as usual.

At the bottom of the page, in the **Screening Questions** section, click the **Lookup** icon to see a list of Questions.

The screenshot shows the 'Staffing Information' section with fields for Region (USA), Schedule Type (Fixed), Regular/Temporary (Not Applicable), Begin Date, End Date, Shift (Not Applicable), Hours (40.00), Work Period (Weekly), and Travel Percentage (Never or rarely). Below this is the 'Screening Questions' section, which contains a table with columns for Question, Question Order, and Action. A red box highlights a magnifying glass icon in the search field. At the bottom of the page is the 'Applicant Screening' section, which includes a table with columns for Sequence and Screening Levels. The first row shows '1' and 'Online Screening'.

2. Select the desired Question from the list.

The screenshot shows the 'Look Up Question ID' dialog box. It has a search field with a dropdown menu set to '=', a description field with a dropdown menu set to 'begins with', and buttons for 'Look Up', 'Clear', and 'Cancel'. Below the search fields is a 'Search Results' section with a table. The table has columns for 'Question ID' and 'Description'. The results are: 3525 Preferred Type of Applications, 3526 High School Affiliated, and 3537 Diversity Statement. The 'Diversity Statement' row is highlighted with a red box.

Note: you can add multiple questions if appropriate and also choose the order they will display in. Simply click the **Add Screening Question** button to add more.

- After selecting the question(s), go to **Applicant Screening** and click the **Online Screening** link.

- Scroll down to the last line that shows the selected question(s). Check the 2 boxes for **“Use in Screening”** and **“Required”**. The 1st enables the answers to show on the application report and the 2nd makes the question required for applicants.

Screening Type	Item	Description	Edit Details	Use in Screening	Required	Points
General Requirement	Regular / Temp : Not Applicable			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Full / Part Time : Fixed			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Standard Hours : 40			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Shift : N			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Travel Percent : Never or rarely			<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	RS Location : 5032			<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Diversity Statement		Open Ended	<input type="checkbox"/>	<input type="checkbox"/>	0

- Once both boxes are checked, click the **OK** button and continue filling out the rest of the posting as usual.

General Requirement	RS Location : 5032		<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Diversity Statement	Open Ended	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
					Total Screening Points
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/>					

## Addendum I: What do Applicants See?

### 1. Open Ended Question:

**Referrals: Questionnaire - Step 3 of 6**  
 Applying for: Greatest Manager Job of All Time

**Open Ended Questions (Required)**

1. Please write a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion and belonging in your professional experience. Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive."

I have a deep and abiding commitment to diversity, equity, inclusion and belonging. It is demonstrated by my ...

Total Words 0

If an applicant tries to skip filling out a Required Question:

Applying for: Greatest Manager Job of All Time

**Open Ended Questions (Required)**

1. Please write a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion and belonging in your professional experience. Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive."

**Message**

You have not answered question 1.  
 Please provide an answer to this question before continuing.

### 2. Questions with Predetermined Answer Choices:

**Referrals: Questionnaire - Step 3 of 5**  
 Applying for: Test Questions w/ Answers list

**Questionnaire (Required)**

1. Do you currently work directly with high school students as a school counselor or college counselor?  
 Yes  
 No

2. Are you interested in reviewing domestic applications, international applications, or both?  
 Domestic  
 International  
 Both

## Addendum II: What Will Hiring Managers See?

On the Application Report it will show after the profile information and before any attachments (resume, cover letter).

1. **Open Ended Question:**

Questionnaire
<p><b>Online Screening:</b></p> <p><b>Question:</b> Please write a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion and belonging in your professional experience.</p> <p>Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive."</p> <p><b>Answer:</b> I am a diversity statement. yay!!!</p>
Evaluators for Open Ended Question
<p>There are no Evaluators assigned to this Open Ended Question.</p>

(No, we can not hide the text about the "Evaluators", Open Ended Questions were designed to have outside evaluators review the questions. So even if we do not use that functionality, this statement will still show.)

2. **Questions with Answer choices:**

Even though in some cases there is no "correct" answer, the system forces you to set one, so hiring manager will see that. If not relevant to the question, they should ignore it.

Questionnaire		
<p><b>Online Screening:</b></p> <p><b>Question:</b> Do you currently work directly with high school students as a school counselor or college counselor?</p>		
Answers		
Possible Answer	Correct Answer	Selected Answer
Yes		✓
No	✓	

3. Alternate (not recommended) ways to see the Questions/Answers:

A. Select **Questionnaire Type** of **Online Screening** when running the Print Applications action manually.

Print Applications

Run Control ID RUN\_HRS\_BIP\_2021061615080 Process Monitor Report Monitor Run

Application Detail	
Select	Application Detail
<input type="checkbox"/>	Preferences
<input checked="" type="checkbox"/>	Referral Sources
<input type="checkbox"/>	Work Experience
<input type="checkbox"/>	Education Level
<input type="checkbox"/>	Training
<input type="checkbox"/>	Degrees
<input type="checkbox"/>	Honors and Awards
<input type="checkbox"/>	Licenses and Certifications
<input type="checkbox"/>	Language Skills
<input type="checkbox"/>	UC Specialty Code
<input type="checkbox"/>	UC Corporate Credit Card
<input type="checkbox"/>	Multi-Location Appointments
<input type="checkbox"/>	Student Opt-In
<input type="checkbox"/>	Non-Student Opt-Out
<input checked="" type="checkbox"/>	Recruiter SPC Category
<input type="checkbox"/>	UC Student Status
<input type="checkbox"/>	UC I-9 Information
<input type="checkbox"/>	References
<input checked="" type="checkbox"/>	Resume Text

Questionnaire Type	
Select	Questionnaire Type
<input checked="" type="checkbox"/>	Online Screening

Select All Deselect All

Attachment Type		
Select	Attachment Type	Print Latest Document
<input checked="" type="checkbox"/>	Resume	<input checked="" type="checkbox"/>
<input type="checkbox"/>	References	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Transcripts	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Cover Letters	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Personal References	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Professional References	<input checked="" type="checkbox"/>
<input type="checkbox"/>	OIF	<input checked="" type="checkbox"/>

Select All Deselect All

Exclude Separator Pages

B. Click the **Application** icon, then click the **Questionnaire** tab.

Job Posting Title Greatest Manager Job of All Time Business Unit  
 Job Code 007455 (DIGITAL COMM SPEC 3) Department  
 Position Number 40148286 (DIGITAL COMM SPEC 3)

Applicants Applicant Search Applicant Screening Activity & Attachments Details

All (3)	Applied (3)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)
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Applicants ?

Select	Applicant Name ▲	Applicant ID	Type	Disposition	Disposition Reason	Application Date	Application
<input type="checkbox"/>	Ky Troy	3127	Employee	Applied		06/07/2021	

Status 010 Active Address 2 Uranus San Francisco, CA 94111 Recruiter  
 Jobs Applied 7 Hiring Manager  
 Salary Range

Process Application ?

Disposition 010 Applied

Reason Interest ★★☆☆✗ Mark Reviewed Route

Date 06/07/2021

Application and Resume Questionnaire UC Affiliation Attachments ?

Personal Information ? Attachment

Application and Resume	<b>Questionnaire</b>	UC Affiliation
*Questionnaire Type <input type="text" value="All Questions"/>		
<b>Questionnaire</b>		
<b>Question</b>	Please write a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion and belonging in your professional experience.  Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive."	
<b>Answer</b>	I am a diversity statement. yay!!!	
<b>Evaluators for Open Ended Question</b>		
There are no Evaluators assigned to this Open Ended Question.		