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.

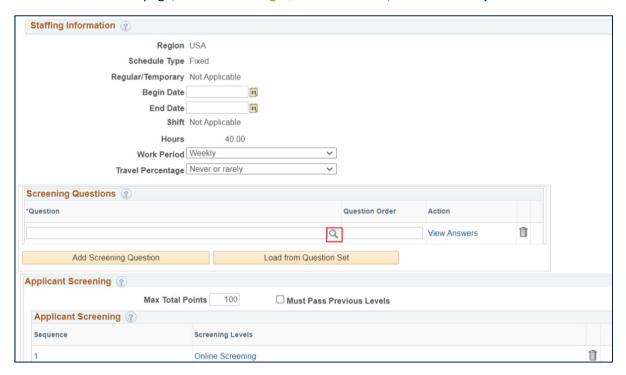
To create or edit Questions or Answers you must have the TAM Admin role, but any recruiter can add existing Questions to a posting.

Scenario: Add a Question to a Job Posting.

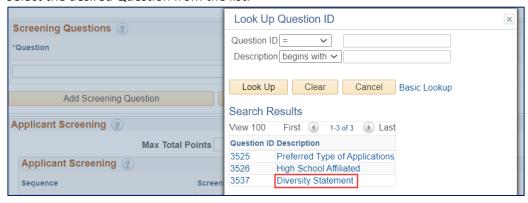
In this example, an Open-Ended Question for "Diversity Statement" has already been set up.

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.



2. Select the desired Question from the list.

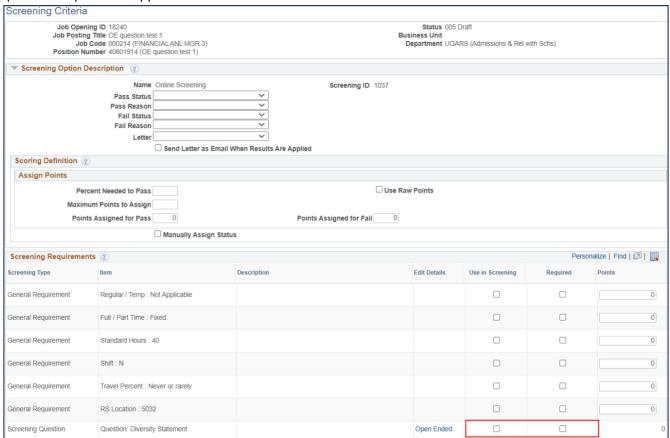


Note: you can add multiple questions if appropriate and also choose the order they will display in. Simply click the **Add Screening Question** button to add more.

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



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

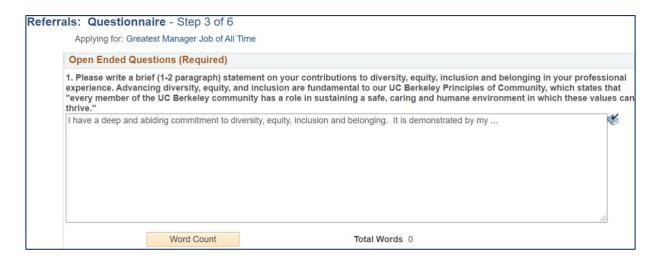


5. Once both boxes are checked, click the OK button and continue filling out the rest of the posting as usual.



Addendum I: What do Applicants See?

1. Open Ended Question:



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



2. Questions with Predetermined Answer Choices:



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

Online Screening:

Question: 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."

Answer: I am a diversity statement. yay!!!

Evaluators for Open Ended Question

There are no Evaluators assigned to this Open Ended Question.

(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.)

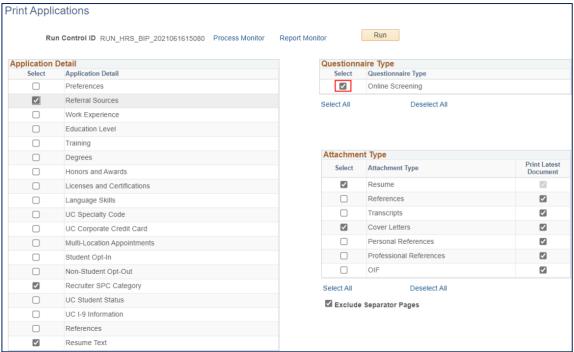
2. Questions with Answer choices:

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		
Online Screening:		
	tly with high school students as a school	counselor or college
Answers Possible Answer	Correct Answer	Selected Answer
Answers	Correct Answer	Selected Answer

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





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

