

## POSTING SPECIFIC QUESTIONS

The hiring supervisor has the ability to create pre-screening questions to which each applicant must respond during the application process. The questions are front-loaded into the position description. They appear on the requisition but cannot be edited at that time. They must be created/edited during the establishment or modification of the position description.

The questions may be closed or open ended. They must relate directly to the minimum qualifications but should be more specific to the characteristics you are looking for in a candidate.

### Creating a Posting Specific Question

- From the Posting Specific Question tab, click on “Add a Question.”
- You may either search for an existing question or create a new one.
- To search for an existing question, enter a key word in the blank and click on “Search.”
- If you see an acceptable question, click on [View/Add](#).
- You will then see the entire question including the possible responses.
- If you wish to select this question, click on “Add This Question.”
- Note: Existing questions may not be edited. If this question is not a perfect fit, you may wish to create your own. [Return to Search](#).
- To create your own question, click on [Create a Question](#).
- Create your question in the open text box.
  - Closed questions – You may set up the question to allow for specific responses only. Using this closed feature also allows you to determine what responses you may be seeking. Ex: How many years of experience do you have in advising? The responses could be: less than one year; 1-5 years; more than 5. Using the points system described below, you should assign the maximum number of points to the preferred response. The score will appear next to the applicant’s information on the applicant tracking module.
  - Open Questions – Setting up the question to allow for an open dialogue response gives the applicant the freedom to respond to the question and expand upon their specific knowledge and experience as it relates to the question. Ex: Describe your experience advising and/or counseling students. Based on the applicant’s open response, you should be able to determine if you are interested in this candidate.
- Type your question in the open dialogue box.
- Select the answer type: Open or Closed.
- Enter the possible responses (for Closed questions.)
- For Open responses, select the preferred type. If you are asking the candidates to describe something, select long-text option to maximize your responses.
- Click on “Submit Question.”
- Repeat as desired.
- No more than 4-5 questions are recommended.

## Required Questions

Depending upon the position you are working on, you may be required to include one of the following questions:

- Are you currently a member of the AP employee group?
- Are you currently a member of the Oakland University Campus Maintenance & Trades – MEA/NEA Union?
- Are you currently a member of the Oakland University Professional Support Association – MEA/NEA?

Including one of these questions will allow us to “flag” the internal candidates.

## Completing the Disqualifying/Points Section

You may assign points to answers that can be used to rank applicants or designate an answer as a disqualifying answer.

- Required questions – Always assign 100 points to the “Yes” response. This will help you to “flag” the internal candidates.
- Closed questions – Refer to the example above. If you are looking for someone with 1-5 years of experience, you may assign points to this response. The score will appear next to the applicant’s information on the applicant tracking module.
- Disqualifying Answer – If you chose to make one or more of your responses a disqualifying response, applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of *did not meet minimum qualifications*. They will be notified of this status upon completion of their application.
- Open questions - Open questions will not be visible on this tab, but will be visible on the summary page.