Supplemental Questions
People Admin 7 Quick Guide

Supplemental Questions are added to job postings to address specific requirements for applicants. Questions specific to a posting and therefore not on the application form should be included.

Adding a Supplemental Question to a Job Posting
1. Click Add a question on the Supplemental Questions page.
2. Find the desired question in the list
   a. The list of questions can be filtered by category.
   b. All questions in the Core category should be included on every staff posting.
   c. Select one or more questions using the check boxes on the left.
   d. Click Submit

Adding a New Supplemental Question
1. Click Add a question on the Supplemental Questions page.
2. Click Can't find the one you want? Add a new one.
3. Enter a Name, Status, and Category for your question.
4. Write out your question in the Question field.
5. Choose from Open Ended Answers or Predefined Answers.
6. If you choose Predefined Answers, fill them in. More answer spaces will be provided automatically when you enter text in the last one.
7. Click Submit.
8. New questions will only be available after they have been approved by an administrator.

Adjusting Supplemental Questions
1. Click on the question to be edited on the Supplemental Questions page.
2. A menu will open below the question showing the possible answers
3. Assign point values to each answer and a weigh to the question if necessary.
4. Check the box under Disqualifying if applicable for an answer.
5. Click the question title again to collapse the menu and move to another.
6. Click Save to save your progress.