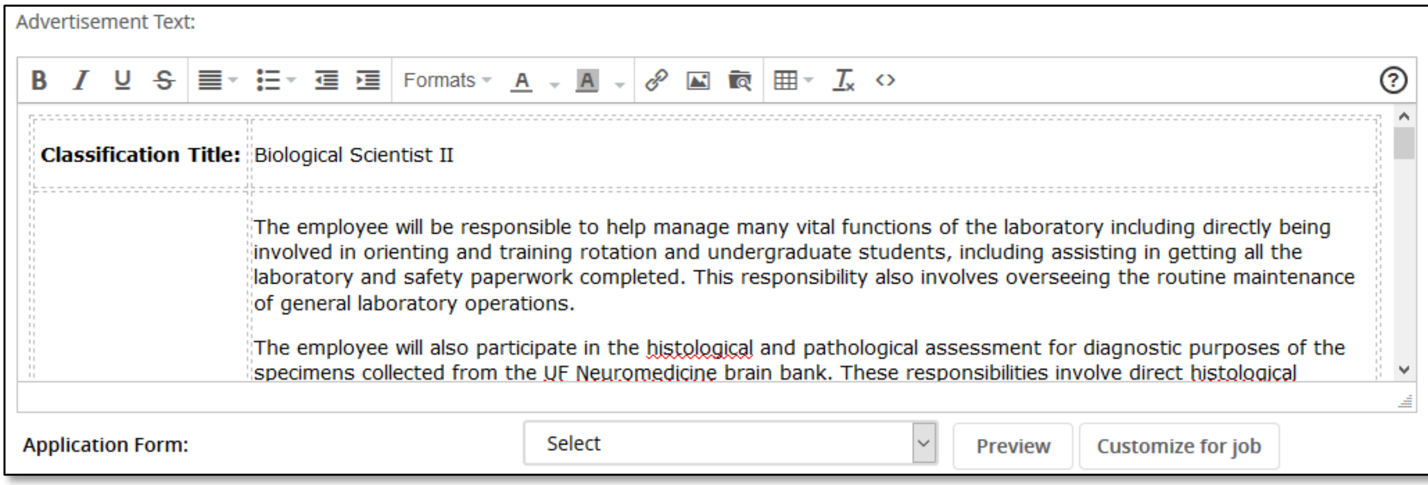
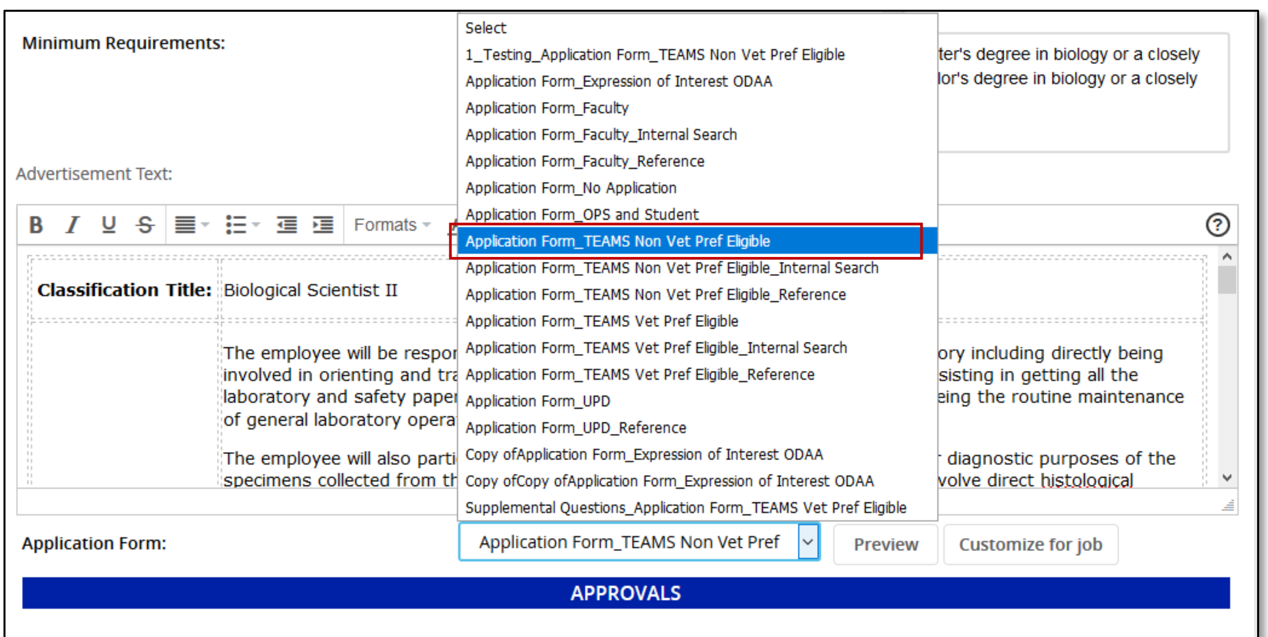
SUPPLEMENTAL QUESTIONS VIA THE JOB CARD

The supplemental questions feature is found on the **job card** (the job requisition), in the **Advertising Details** section, directly under the **Advertisement Text** box. It allows additional questions to be added to the application form, per requisition. These questions may be used to gather more information, and the applicant pool may also be filtered based on answers to the questions.

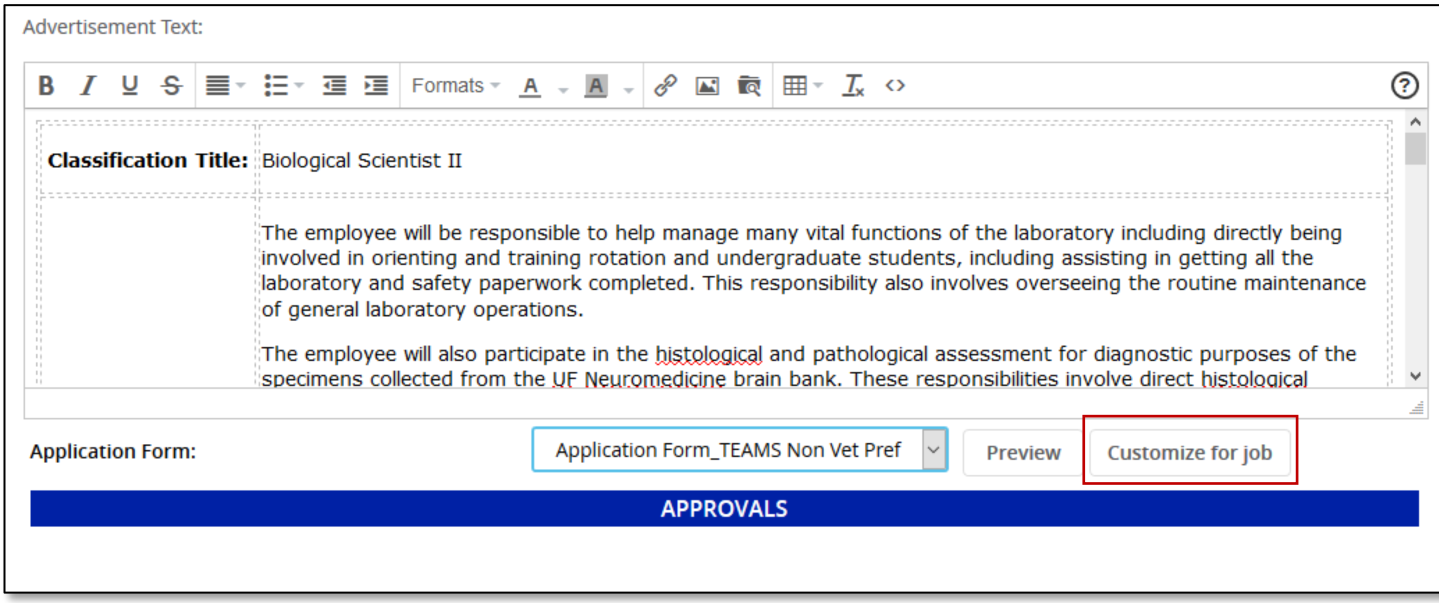


1. Select the appropriate application form for the position that is being posted. *See an explanation of application forms on pages five and six of this guide.*

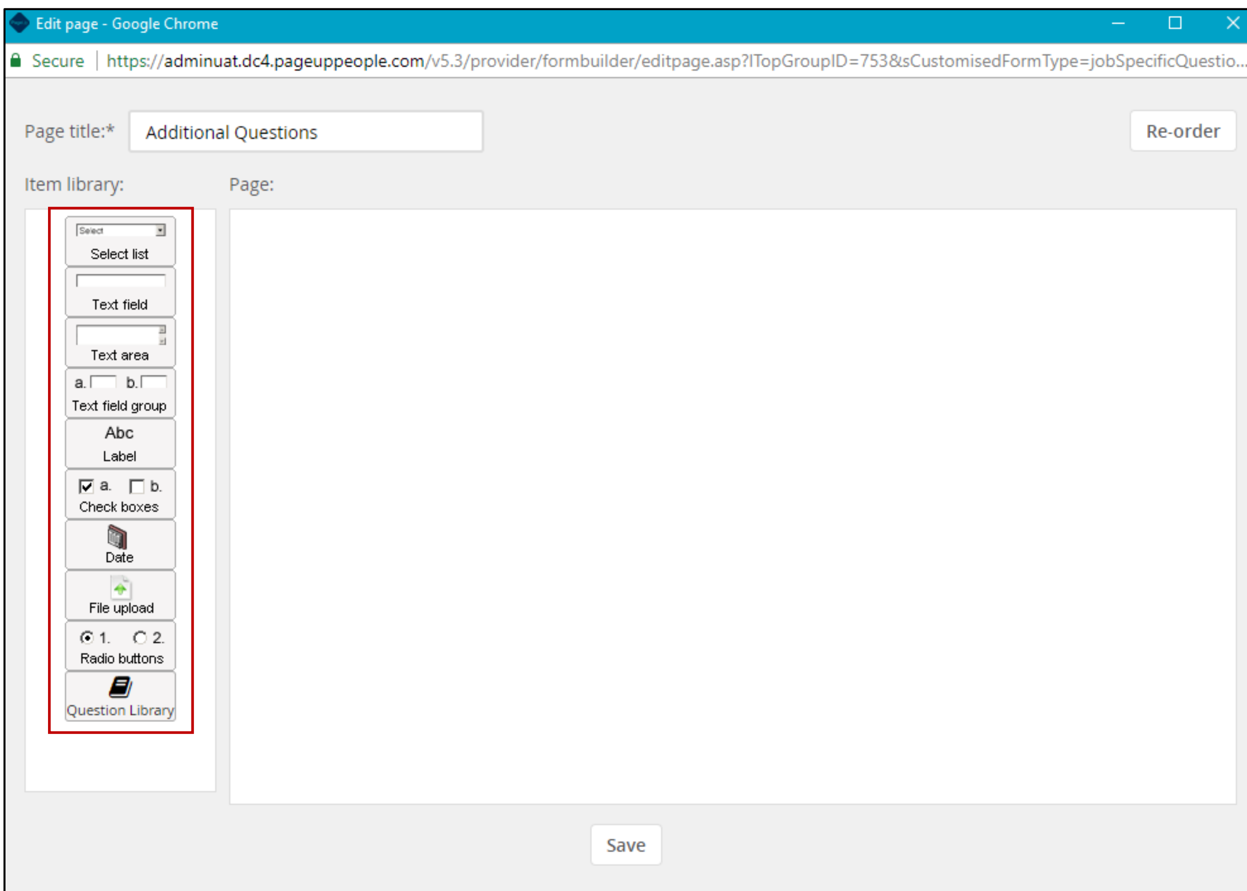
Note: It is very important to make sure the correct application form is selected **before the questions are created**. Selecting a different application form will cause any previously created questions to be erased.



2. Click the **Customize for Job** button.

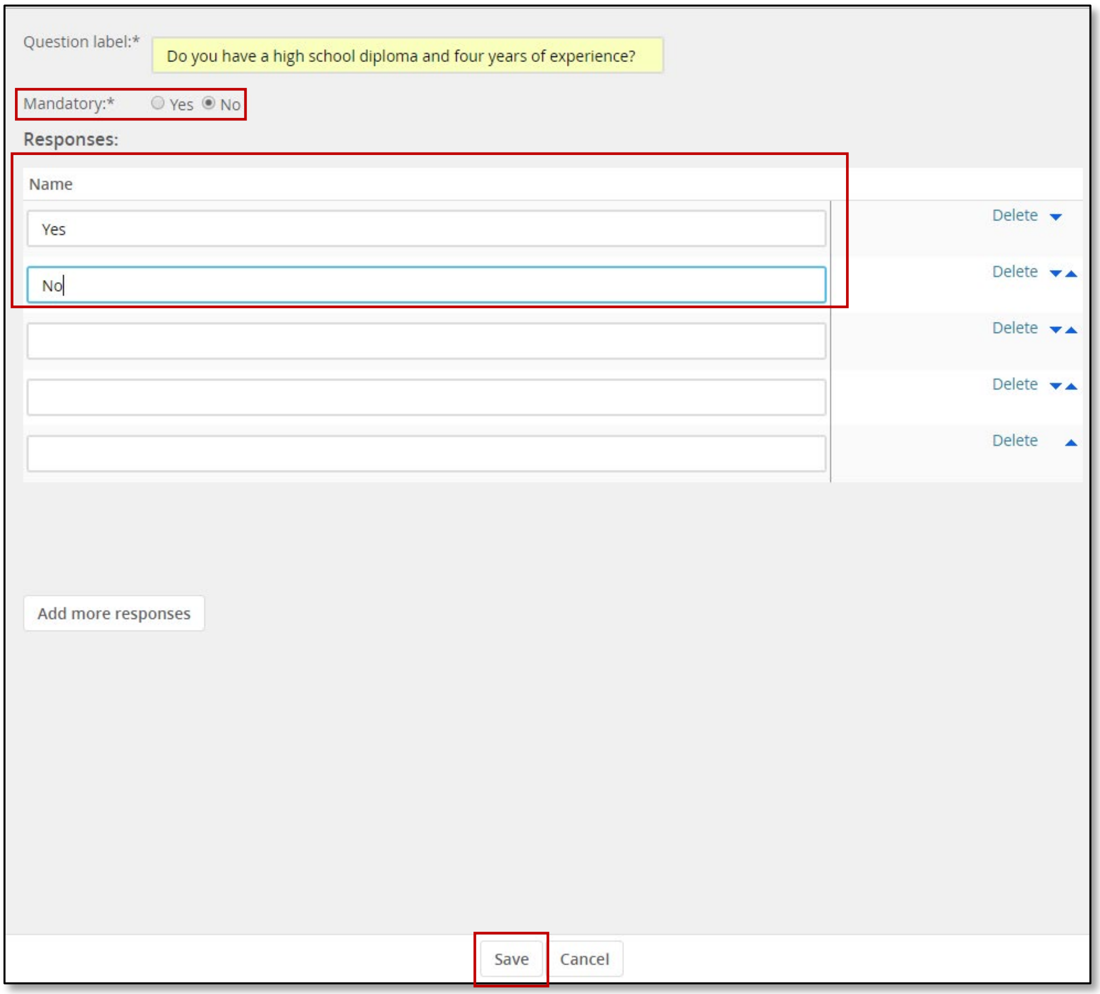


3. Select the question format type from the **Item Library**.

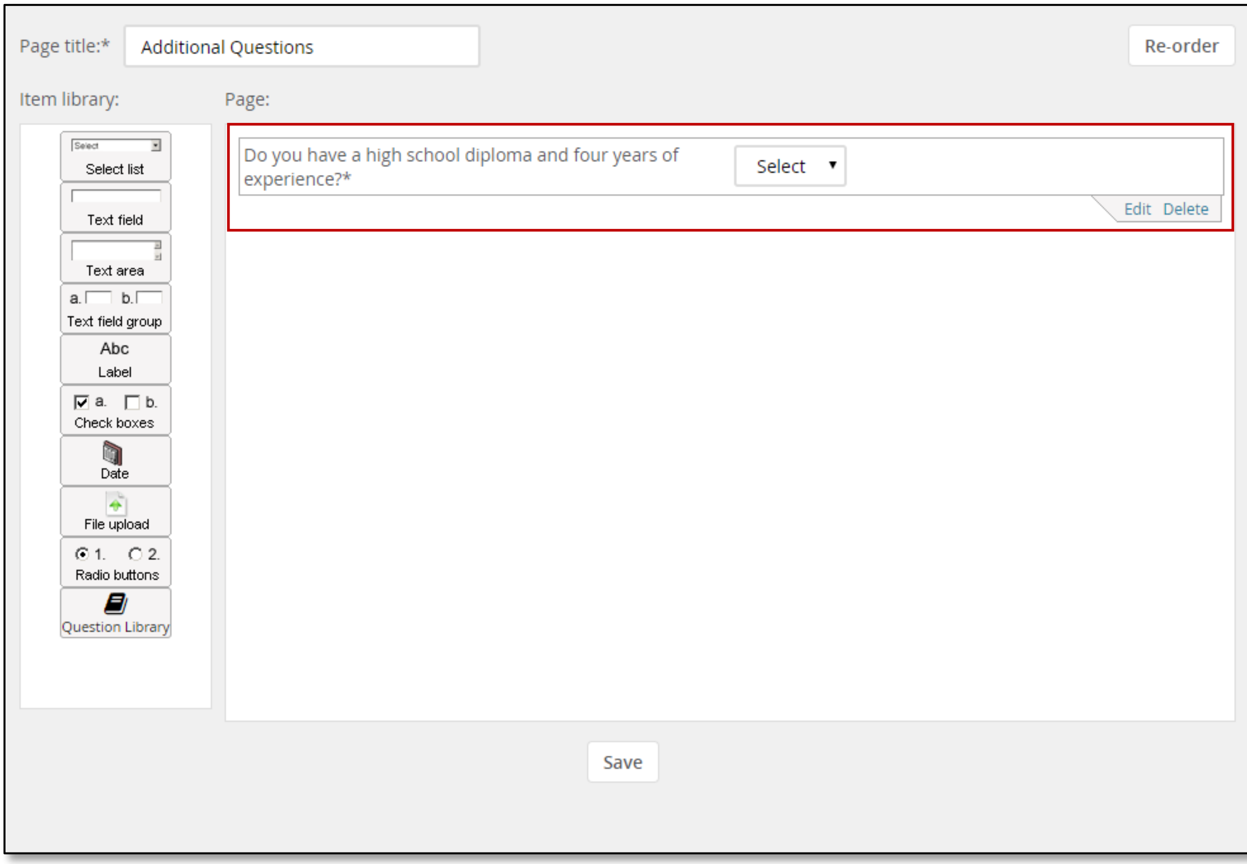


4. Enter **question label** (*This is the question text that will be displayed to the applicant*).
5. Select **Yes** or **No** to make answering the question mandatory or not. Applicants will be required to answer any questions marked as mandatory before submitting their application.
6. Enter the **responses** for the applicant to choose from (if applicable, based on the question format).
7. Click the **Save** button.

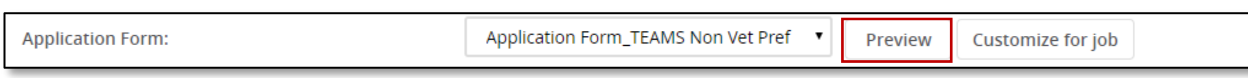
Note: any question can be made mandatory, but only questions relating to the minimum qualifications can be made disqualifying.



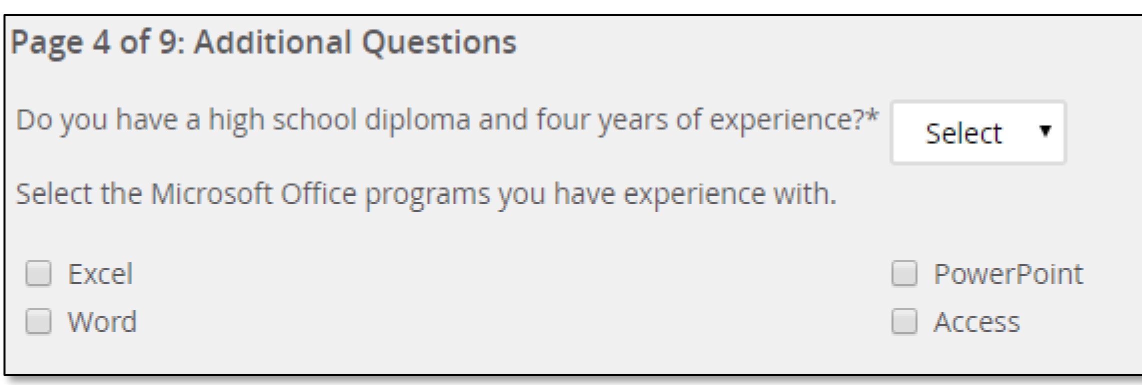
8. Once you click save, the question will be displayed. You may delete it, edit it, or re-order the questions if there are multiple questions.



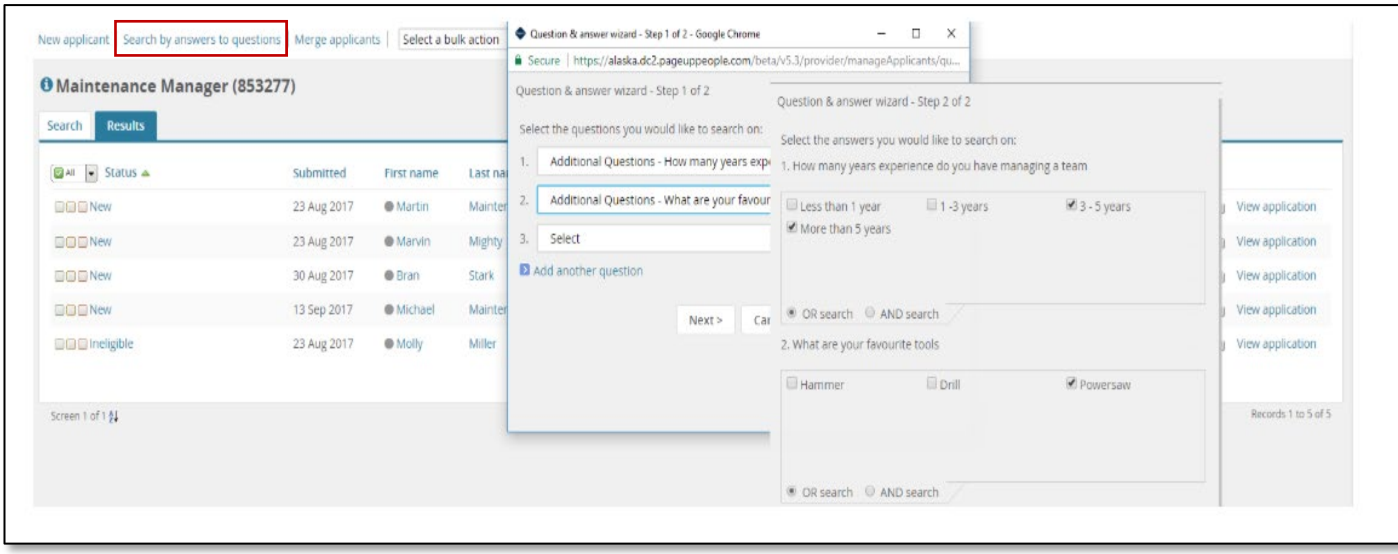
9. Once you have added all the desired questions, you may see what they will look like on the application by clicking the **Preview** button.



10. The questions will be displayed on page four of the application, under **Additional Questions**.



11. Once you are ready to review the applicant pool, you may use the **Search by answers to questions** link to filter by the applicant's answers to the supplemental questions.



OPS Application Forms

Application Form_OPS and Student_supplemental questions	OPS staff positions, Student Assistants, and Federal Work Study

TEAMS Application Forms

Application Form_TEAMS Non Vet Pref Eligible_supplemental questions	Staff positions that are not eligible for Veterans Preference (See a list of eligible positions here)
Application Form_TEAMS Non Vet Pref Eligible_Internal Search_supplemental questions	Staff positions that are not eligible for Veterans Preference and ONLY open to current UF employees
Application Form_TEAMS Non Vet Pref Eligible_Reference_supplemental questions	Staff positions that are not eligible for Veterans Preference and using the system's reference collection feature

TEAMS Application Forms Veterans Preference

Application Form_TEAMS Vet Pref Eligible_supplemental questions	Staff positions that are eligible for Veterans Preference (See a list of eligible positions here)
Application Form_TEAMS Vet Pref Eligible_Internal Search_supplemental questions	Staff positions that are eligible for Veterans Preference and ONLY open to current UF employees

Application Form_TEAMS Vet Pref Eligible_Reference_supplemental questions	Staff positions that are eligible for Veterans Preference and using the system's reference collection feature

OTHER APPLICATION FORMS

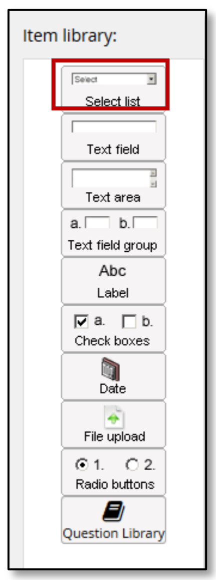
Application Form_UPD	ONLY for use by the Univ Police Dept
Application Form_UPD_Reference	ONLY for use by the Univ Police Dept; utilizes the system's reference collection feature

CREATING DIFFERENT QUESTION FORMATS

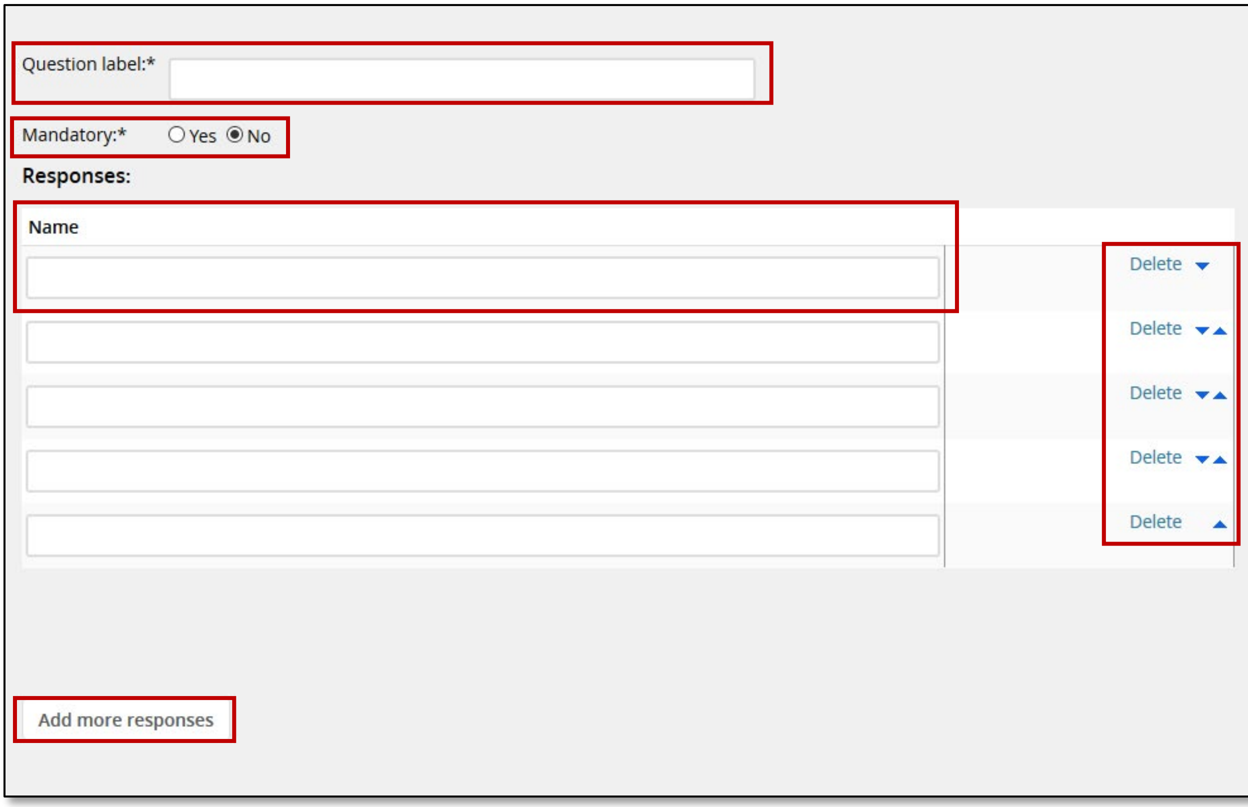
There are several types of question formats to choose from in the Item library. This guide will review how to create three types of supplemental application questions: **select list** (drop down menu), **text field/area**, and **radio button**. Select list (drop down menu).

SELECT LIST

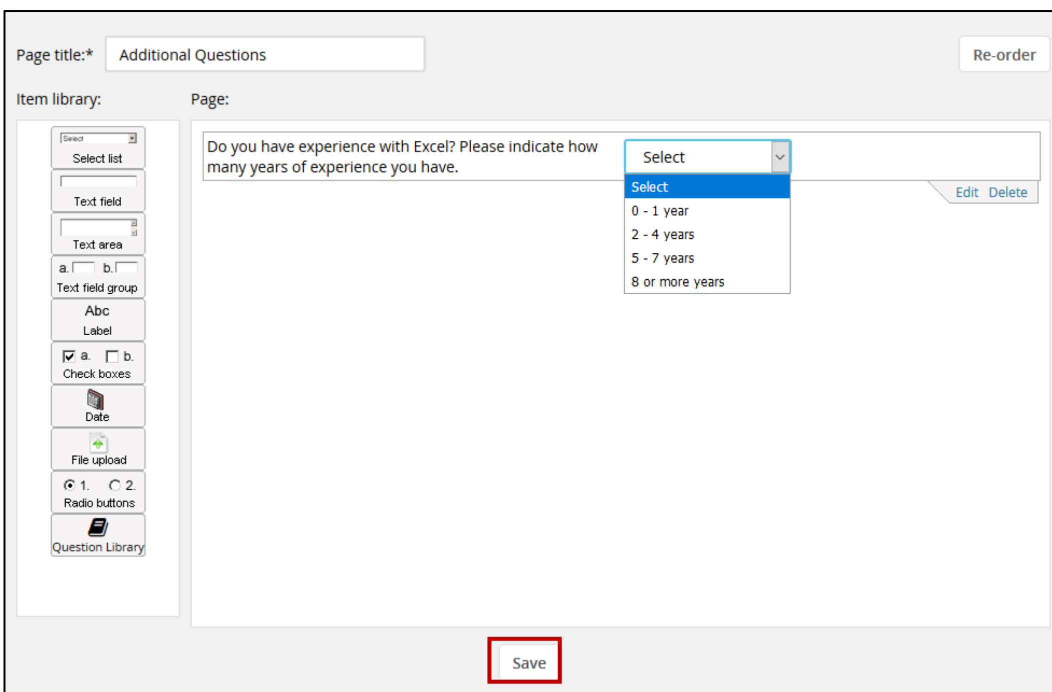
1. Click **select list** from the item library options.



2. Enter the **question label** (this is the question that will be displayed to the applicant).
3. Select **Yes** or **No** to make answering this question mandatory for applicants or not.
4. Enter responses in the **Name** fields. These will be the options in the drop down menu.
    a. If more fields are needed, click the **add more responses** button.
5. You may delete or re-order the responses using the menu to the right of the name fields.



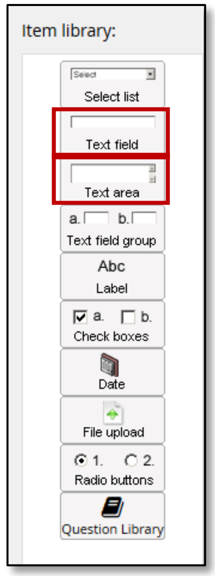
6. Once you are finished creating the question, click **save**. You'll then be able to preview the format.



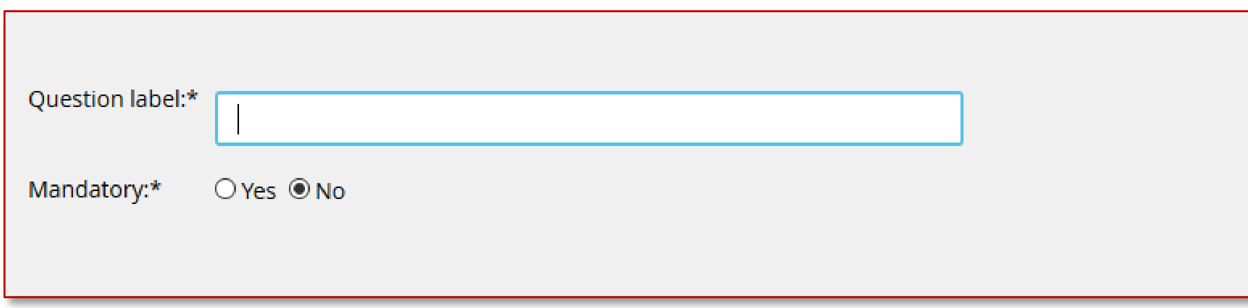
Note: You may also edit or delete the question from this screen. If you'd like to add more questions, simply select the appropriate type from the item library on the left. If you're done creating questions, click save and you will be taken back to the job card.

TEXT FIELD OR TEXT AREA

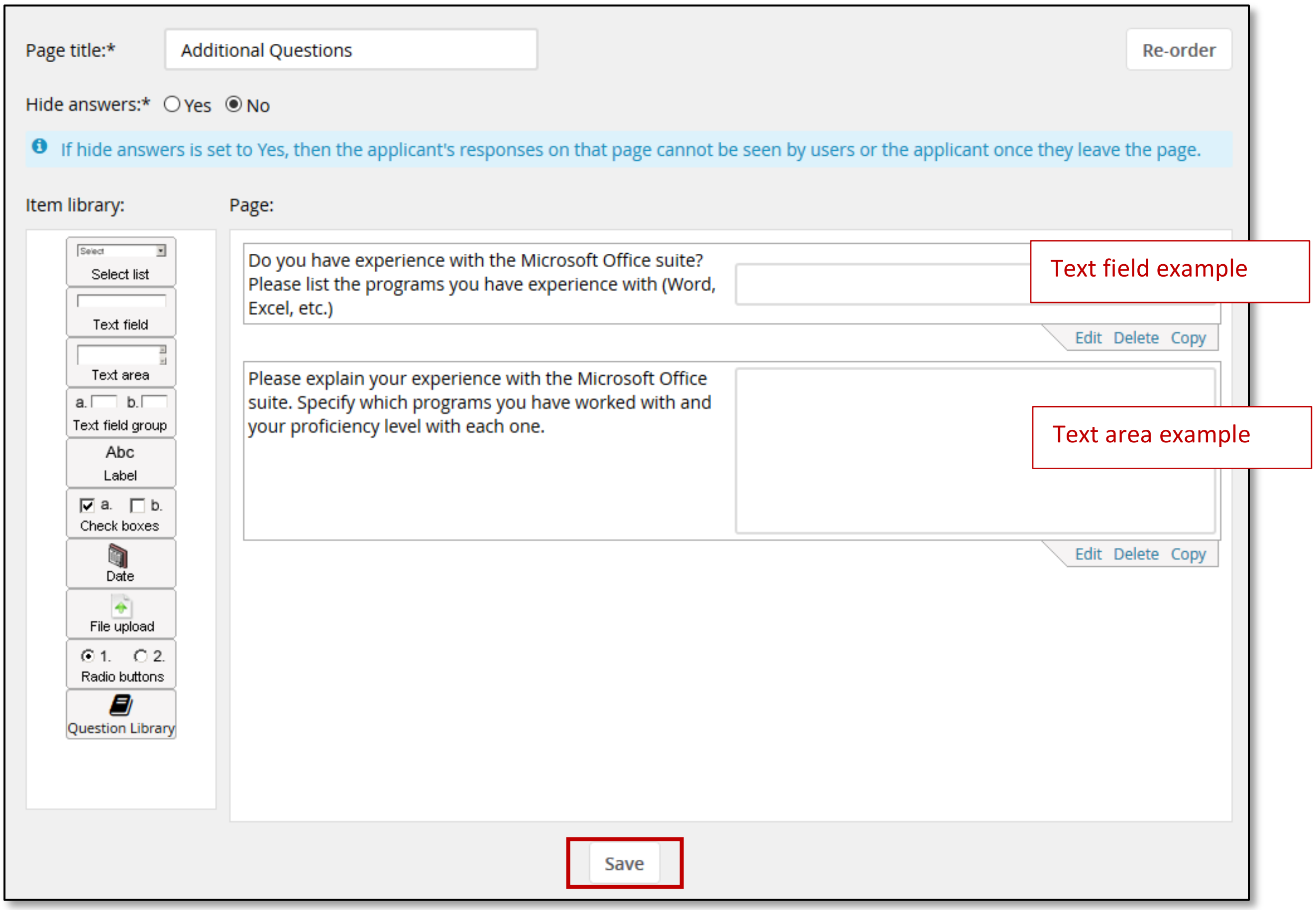
1. Click text field or text area from the item library options, based on how much information you want the applicant to provide in response to the question. Text area will provide a larger space for the applicant's response than the text field.



2. Enter the **question label** (this is the question that will be displayed to the applicant).
3. Select **Yes** or **No** to make answering this question mandatory for applicants or not.



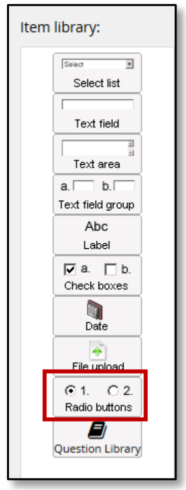
4. Once you are finished creating the question label, click **save**. You'll then be able to preview the format.



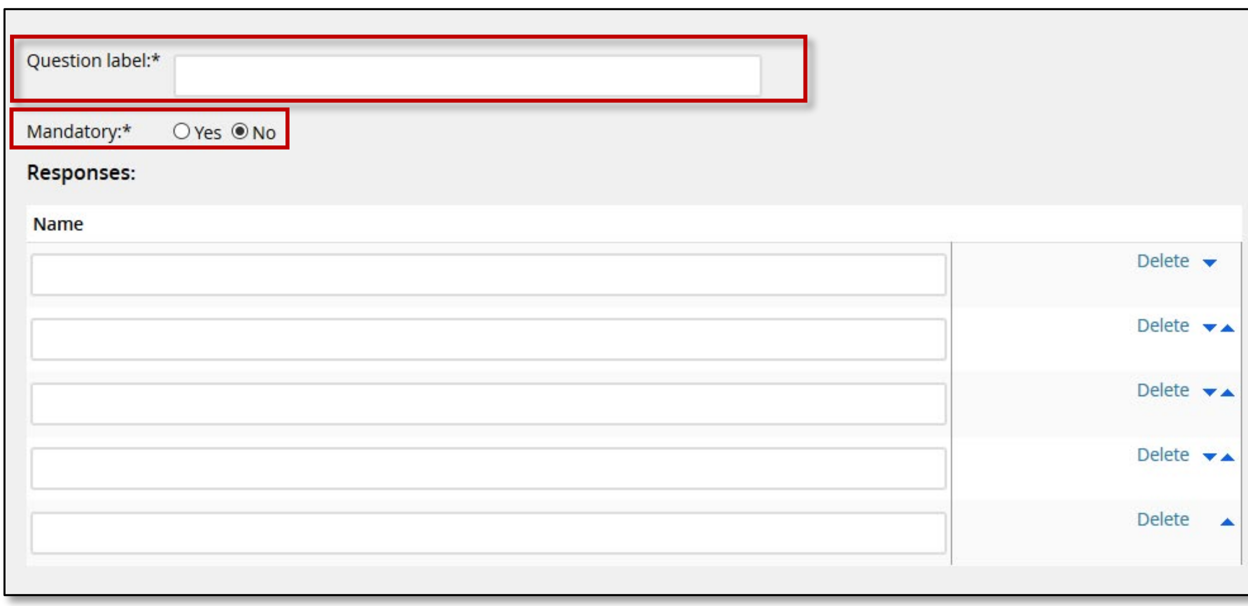
5. You may also edit or delete the question from this screen.
    a. If you'd like to add more questions, simply select the appropriate type from the item library on the left. If you're done creating questions, click save and you will be taken back to the job card.

Radio Buttons

1. Click radio buttons from the item library options.

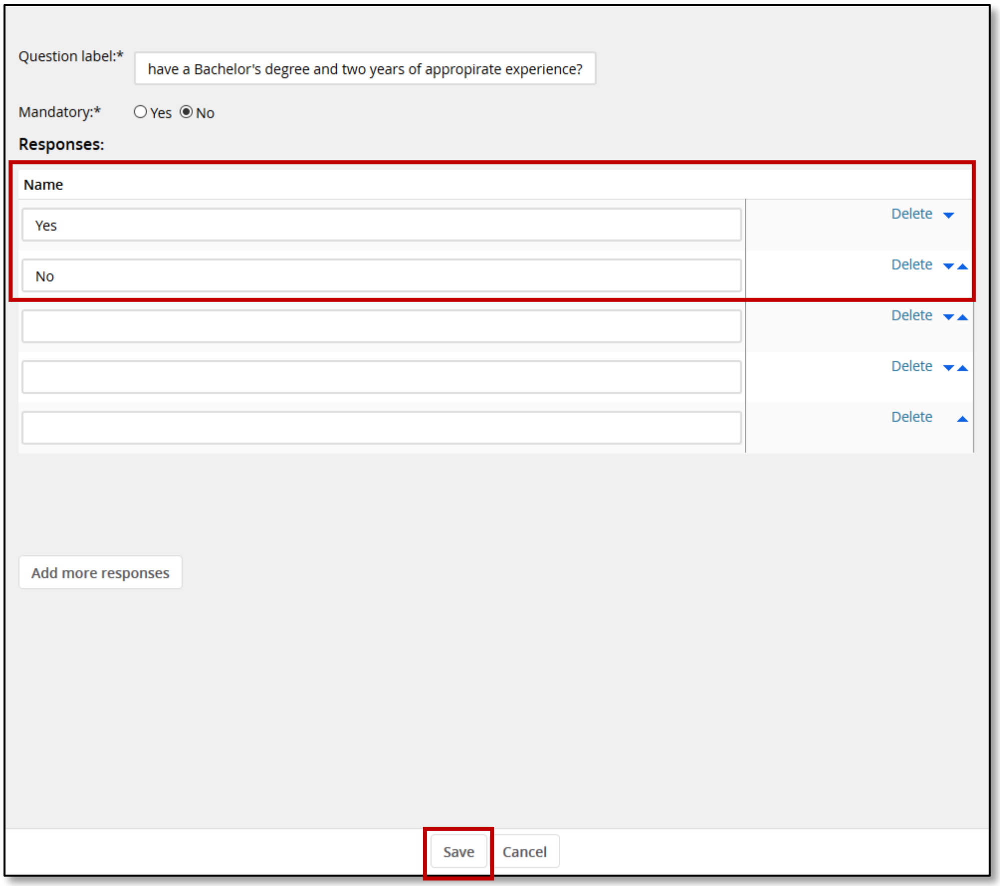


2. Enter the **question label** (this is the question that will be displayed to the applicant).
3. Select **Yes** or **No** to make answering this question mandatory for applicants or not.

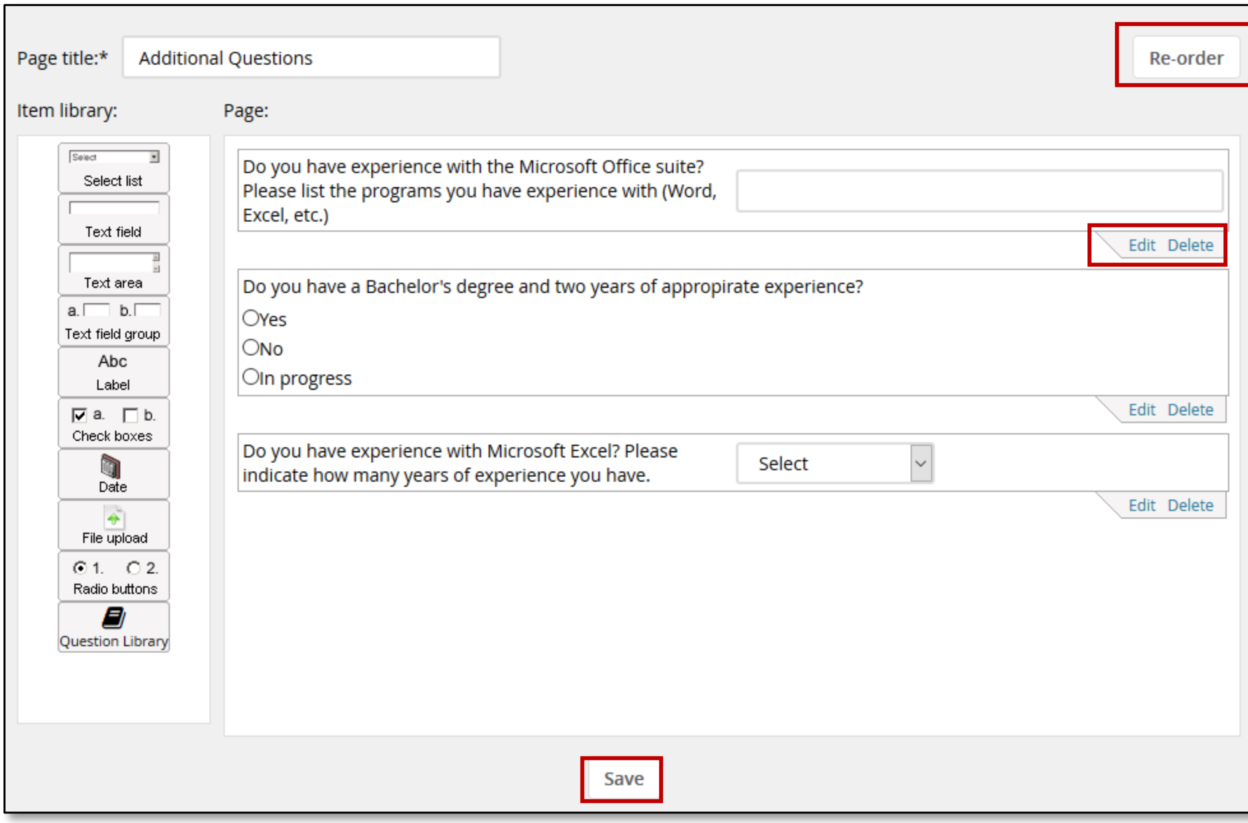


4. Add the responses that will be available to the applicant in the **name** fields below.

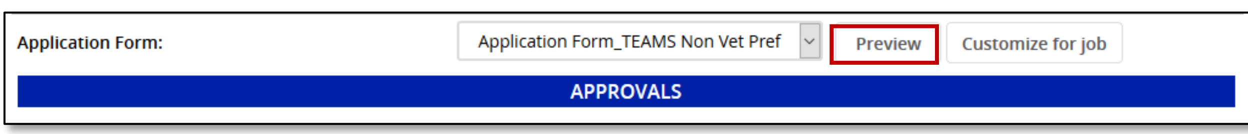
5. Click save once you are done, or the **add more responses** button if needed.



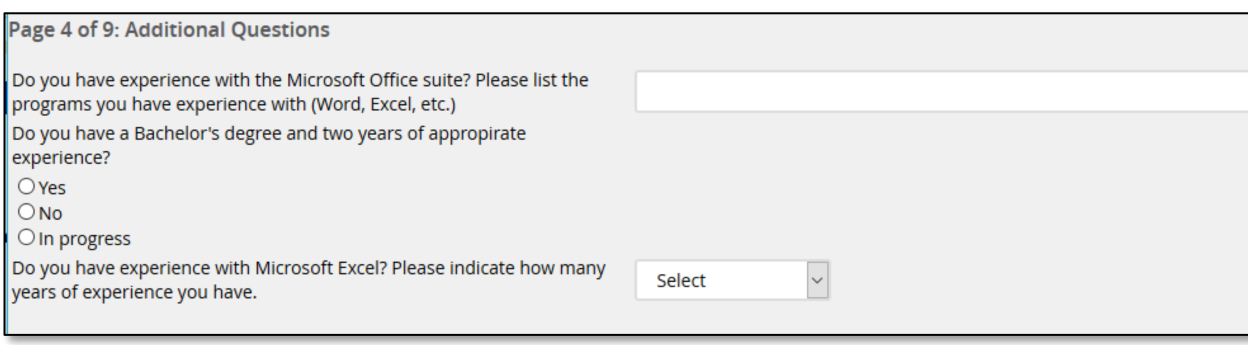
6. Now you may review, reorder, add new, edit, or delete questions.
7. Once you are done, click **save**.



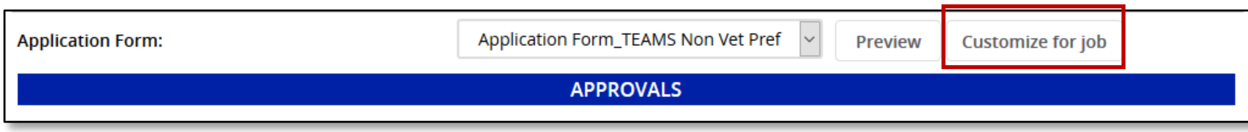
8. On the job card, above the Approvals area, you may preview the questions on the application. This is how the questions will appear to the applicants. Click the **preview** button.



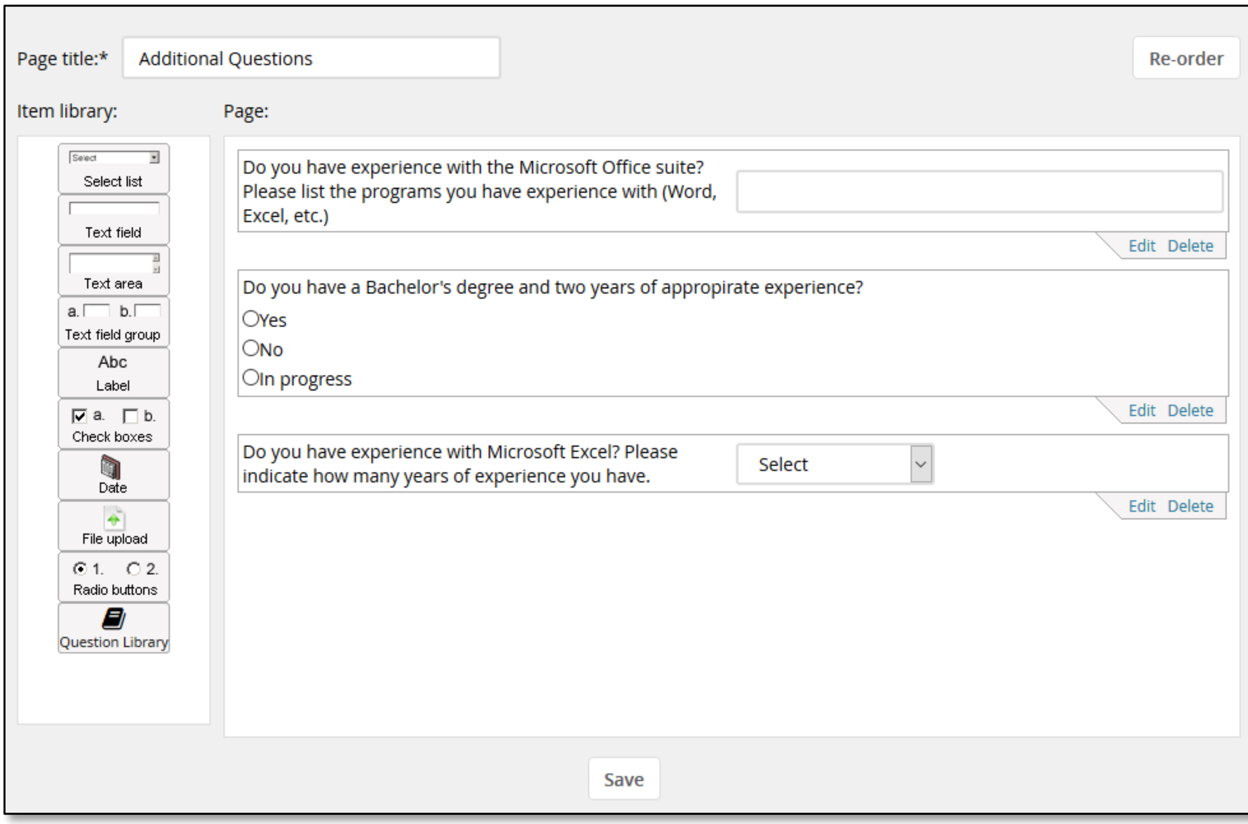
9. Scroll to page 4 of 9 to preview the questions as they will appear on the application.



10. If you need to edit the questions after previewing them, click the **Customize** for Job button again.



11. Then you may edit, delete, or create new questions as needed.



12. Click **save** once you are done. Your recruiter will review the questions once the requisition is at their level for approval.

Tip: Department Originators and Approvers have the ability to download a spreadsheet containing applicant information, including answers to the supplemental questions. Instructions on how to use this feature can be found here.