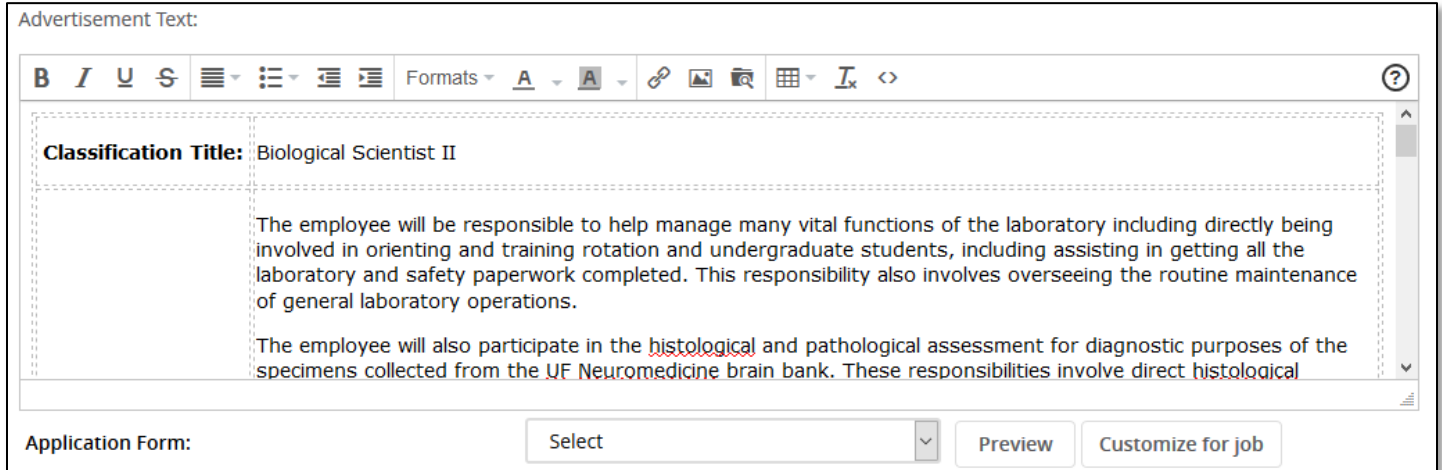


## SUPPLEMENTAL QUESTIONS VIA THE JOB CARD

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.



Advertisement Text:

**Classification Title:** Biological Scientist II

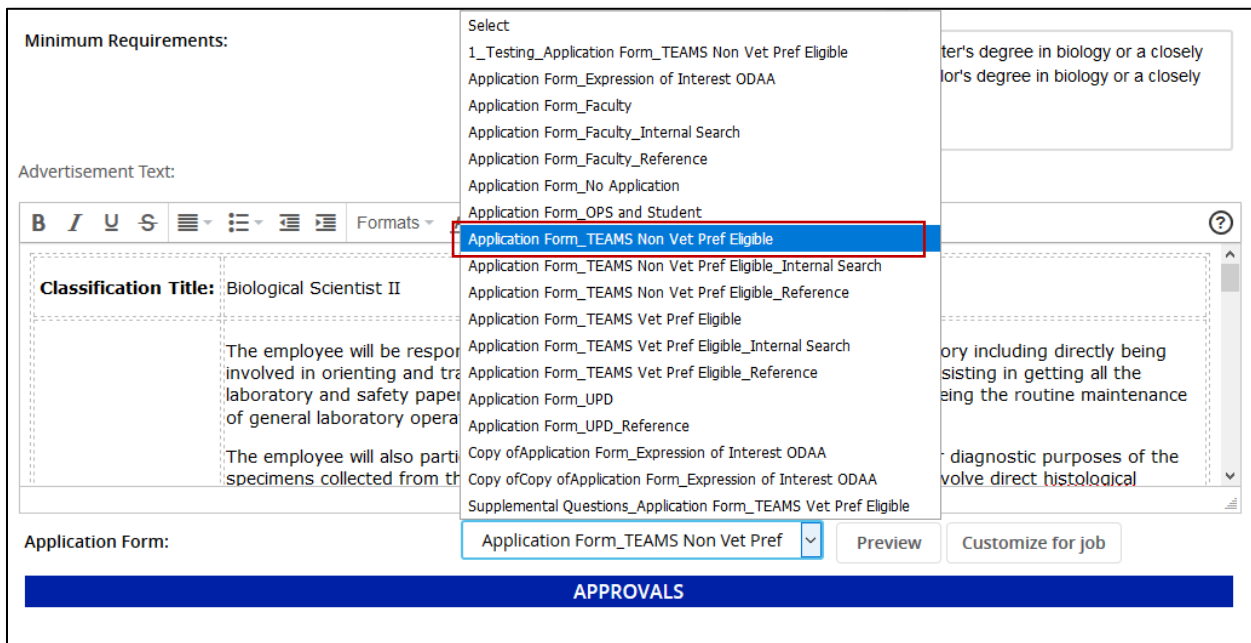
The employee will be responsible to help manage many vital functions of the laboratory including directly being involved in orienting and training rotation and undergraduate students, including assisting in getting all the laboratory and safety paperwork completed. This responsibility also involves overseeing the routine maintenance of general laboratory operations.

The employee will also participate in the histological and pathological assessment for diagnostic purposes of the specimens collected from the UF Neuromedicine brain bank. These responsibilities involve direct histological

Application Form: Select Preview Customize for job

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.



Minimum Requirements:

Advertisement Text:

**Classification Title:** Biological Scientist II

The employee will be responsible to help manage many vital functions of the laboratory including directly being involved in orienting and training rotation and undergraduate students, including assisting in getting all the laboratory and safety paperwork completed. This responsibility also involves overseeing the routine maintenance of general laboratory operations.

The employee will also participate in the histological and pathological assessment for diagnostic purposes of the specimens collected from the UF Neuromedicine brain bank. These responsibilities involve direct histological

Application Form: Application Form\_TEAMS Non Vet Pref Eligible Preview Customize for job

**APPROVALS**

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

Advertisement Text:

**Classification Title:** Biological Scientist II

The employee will be responsible to help manage many vital functions of the laboratory including directly being involved in orienting and training rotation and undergraduate students, including assisting in getting all the laboratory and safety paperwork completed. This responsibility also involves overseeing the routine maintenance of general laboratory operations.

The employee will also participate in the histological and pathological assessment for diagnostic purposes of the specimens collected from the UF Neuromedicine brain bank. These responsibilities involve direct histological

Application Form: Application Form\_TEAMS Non Vet Pref Preview **Customize for job**

APPROVALS

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

Edit page - Google Chrome

Secure | https://adminuat.dc4.pageuppeople.com/v5.3/provider/formbuilder/editpage.asp?iTopGroupID=753&sCustomisedFormType=jobSpecificQuestio...

Page title:\* Additional Questions Re-order

Item library: Page:

Select list  
Text field  
Text area  
Text field group  
Label  
Check boxes  
Date  
File upload  
Radio buttons  
Question Library

Save

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.

Question label:\* Do you have a high school diploma and four years of experience?

Mandatory:\*  Yes  No

Responses:

Name	Delete
Yes	Delete ▼
No	Delete ▼▲
	Delete ▼▲
	Delete ▼▲
	Delete ▲

Add more responses

Save Cancel

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.

Page title:\* Additional Questions Re-order

Item library: Page:

Text field  
  
a.  b.   
Text field group  
Abc  
Label  
 a.  b.  
Check boxes  
Date  
File upload  
1.  2.   
Radio buttons  
Question Library

Do you have a high school diploma and four years of experience?\*  Edit Delete

Save

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.

Application Form:  Preview Customize for job

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

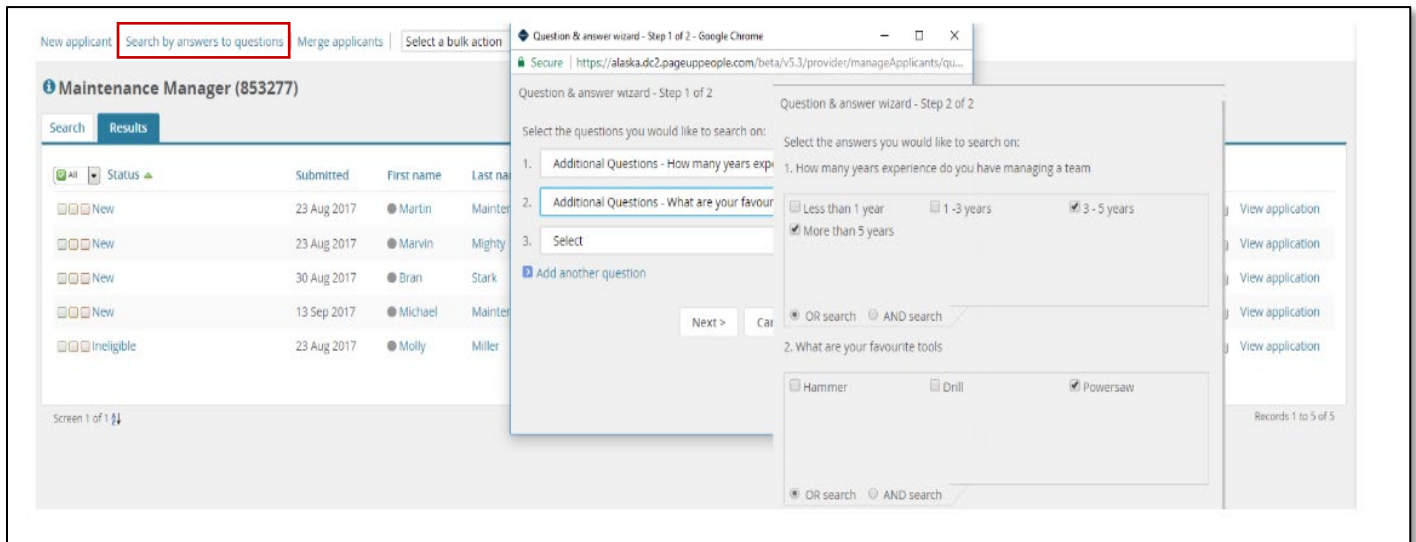
**Page 4 of 9: Additional Questions**

Do you have a high school diploma and four years of experience?\*

Select the Microsoft Office programs you have experience with.

Excel  PowerPoint  
 Word  Access

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
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## TEAMS APPLICATION FORMS

Application Form_TEAMS Non Vet Pref Eligible_supplemental questions	Staff positions that are not eligible for Veterans Preference ( <a href="#">See a list of eligible positions here</a> )
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 ( <a href="#">See a list of eligible positions here</a> )
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
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## OTHER APPLICATION FORMS

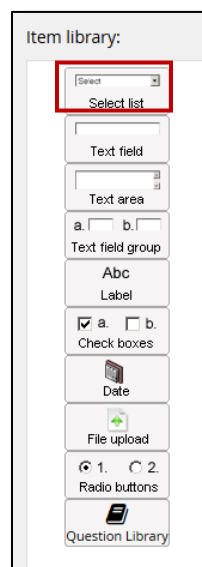
Application Form_UPD	ONLY for use by the Univ Police Dept
Application Form_UPD_Reference	ONLY for use by the Univ Police Dept; utilizes the system's reference collection feature

## 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.

Question label:\*

Mandatory:\*  Yes  No

Responses:

Name	
<input type="text"/>	Delete ▼
<input type="text"/>	Delete ▼ ▲
<input type="text"/>	Delete ▼ ▲
<input type="text"/>	Delete ▼ ▲
<input type="text"/>	Delete ▲

Add more responses

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

Page title:\* Additional Questions Re-order

Item library: Page:

Select list  
Text field  
Text area  
Text field group  
Label  
Check boxes  
Date  
File upload  
Radio buttons  
Question Library

Do you have experience with Excel? Please indicate how many years of experience you have.

Select ▼  
Select  
0 - 1 year  
2 - 4 years  
5 - 7 years  
8 or more years

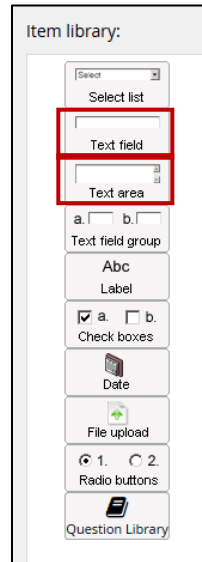
Edit Delete

Save

**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.

Question label:\*

Mandatory:\*  Yes  No

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

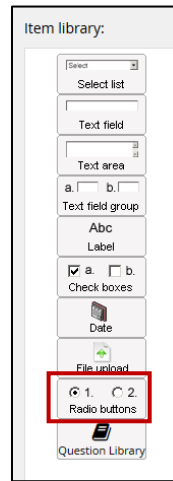


The screenshot shows a question editor interface. At the top, there is a 'Page title\*' field containing 'Additional Questions' and a 'Re-order' button. Below this is a 'Hide answers:\*' section with radio buttons for 'Yes' and 'No' (selected). A blue information banner states: 'If hide answers is set to Yes, then the applicant's responses on that page cannot be seen by users or the applicant once they leave the page.' The main area is divided into an 'Item library' on the left and a 'Page:' editor on the right. The 'Item library' contains various question types: Select list, Text field, Text area, Text field group, Label, Check boxes, Date, File upload, Radio buttons, and Question Library. The 'Page:' editor shows two questions. The first question is a text field: 'Do you have experience with the Microsoft Office suite? Please list the programs you have experience with (Word, Excel, etc.)'. A red box labeled 'Text field example' points to the input area. The second question is a text area: 'Please explain your experience with the Microsoft Office suite. Specify which programs you have worked with and your proficiency level with each one.' A red box labeled 'Text area example' points to the input area. At the bottom center, a 'Save' button is highlighted with a red box.

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.

A form for configuring a question. At the top, there is a "Question label:\*" text input field, which is highlighted with a red box. Below it is a "Mandatory:\*" section with radio buttons for "Yes" and "No", where "No" is selected and also highlighted with a red box. Underneath is a "Responses:" section with a table. The table has a "Name" column and a "Delete" column. There are five empty rows in the "Name" column, each with a "Delete" button and a dropdown arrow in the "Delete" column.

Name	Delete
	Delete ▼
	Delete ▼▲
	Delete ▼▲
	Delete ▼▲
	Delete ▲

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.

Question label:\*

Mandatory:\*  Yes  No

**Responses:**

Name	Delete
Yes	Delete ▼
No	Delete ▼▲
	Delete ▼▲
	Delete ▼▲
	Delete ▲

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.

Application Form: Application Form\_TEAMS Non Vet Pref Preview Customize for job

**APPROVALS**

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

Page title:\*  Re-order

Item library: Page:

- Select list
- Text field
- Text area
- Text field group
- Label
- Check boxes
- Date
- File upload
- Radio buttons
- Question Library

Do you have experience with the Microsoft Office suite?  
Please list the programs you have experience with (Word, Excel, etc.)

Edit Delete

Do you have a Bachelor's degree and two years of appropriate experience?

Yes  
 No  
 In progress

Edit Delete

Do you have experience with Microsoft Excel? Please indicate how many years of experience you have.

Edit Delete

Save

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](#).