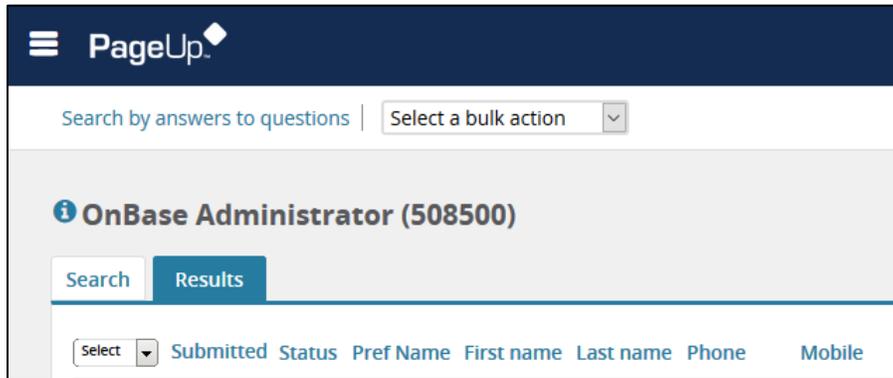


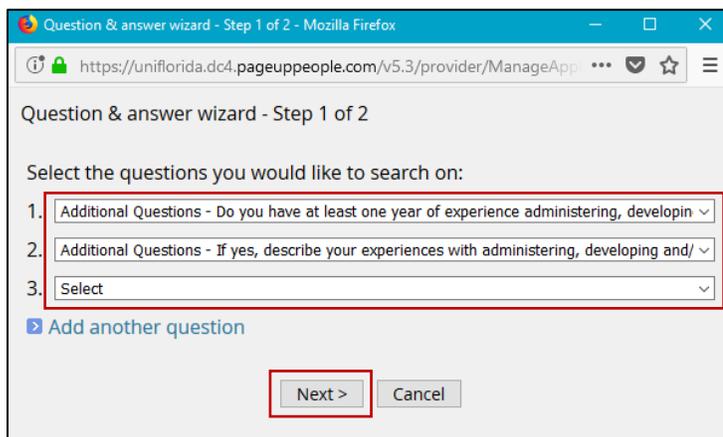
HIRING MANAGER GUIDE TO SUPPLEMENTAL QUESTIONS

The supplemental questions feature allows additional questions to be added to the application form, per requisition. These questions may be used to gather more information from applicants. Hiring managers may sort applicant pool based on answers to supplemental questions that were added to the requisition before posting.

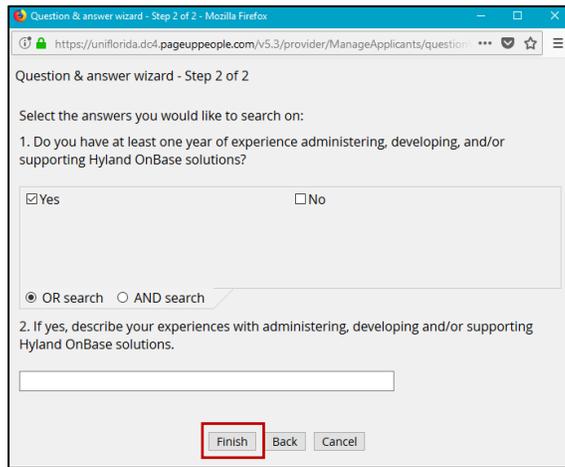
1. To sort the applicant pool based on answers to supplemental questions, click the [search by answers to questions](#) link.



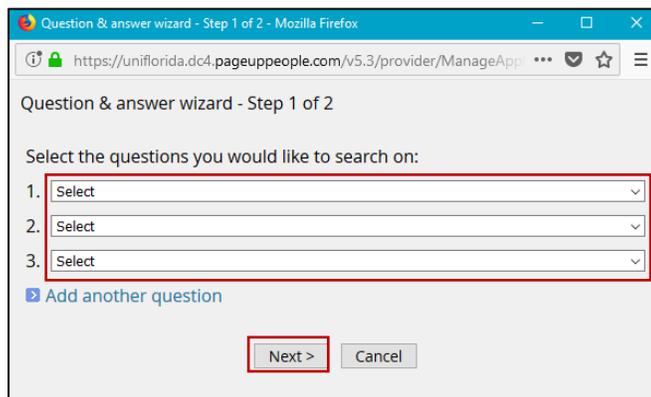
2. A new window will pop up.
3. Using the drop down menus, select the questions you would like to use to filter the applicant pool. Then click [next](#).



4. Select the answers to the each question that you would like to search on.
5. Click **Finish**.



6. The applicant pool will then be filtered accordingly. Any applicants whose answers do not meet the filter criteria will be removed from your view. This does not permanently remove them from the applicant pool.
7. To remove the filters, click the [search by answers to questions](#) link again. Using the drop down menus, set all of the answers back to **select**.
8. Click **next**.



9. Click **finish**. You will then see the applicants in the pool, as they appeared before the filter was set.

