

Technical Datasheet

Suggested Pre-Qualification Questions

Pre-qualification questions are a useful tool for quickly determining if an applicant meets the minimum requirements for an open position at your organization. Applicants that do not meet minimum requirements are prevented from continuing the application process, allowing you to review only truly qualified candidates.

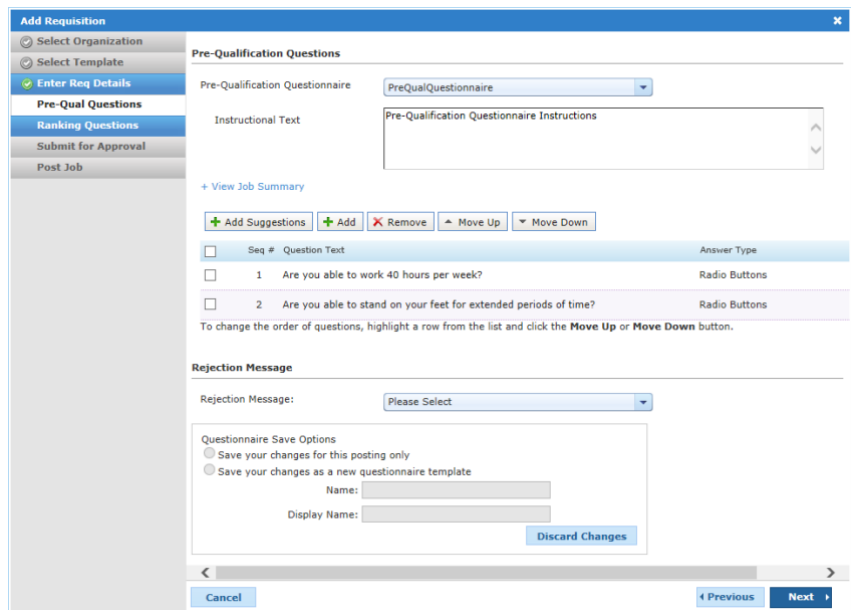
And now with Suggested Pre-Qualification Questions, we've made it easier to include more targeted questions for pre-qualification. These tailored questions drastically improve the accuracy of the pre-qualification process, further reducing the time it takes to identify desired applicants.

What is it exactly?

Pre-qualification questions are nothing new in sympplr Recruiting – they're added to requisitions and job postings by selecting pre-defined questionnaire templates, or by adding individual questions when creating a new requisition. But templates don't always address the specific requirements for the variety of positions at organizations, and manually adding questions isn't the quickest process in the world.

Suggested Pre-Qualification Questions improves these pitfalls, providing a way to include a more targeted set of pre-qualification questions quickly and easily.

Suggested Pre-Qualification Questions are questionnaires that are added to specific Fields in sympplr Recruiting. When those fields are included on a requisition form, you're able to easily add the pre-qualification questions for those fields to the requisition (along with questions added from selected prequalification templates).



For example, let's say you're creating a requisition for a full-time position requiring at least 40 hours a week. Your requisition form most likely includes the Hours field. Adding a questionnaire to that specific field ("Are you able to work 40 hours per week?") allows you to quickly add that question to the pre-qualification step of the application process with one click of a button during the requisition creation process.

By implementing field-level questionnaires to drive your pre-qualification questions, you're able to truly tailor your job postings, narrow the list of submitted applications, and find that desired candidate faster.

How do I use it?

Suggested Pre-Qualification Questions requires a little initial setup in the form of adding questionnaires to desired fields. Once that's done, however, it becomes a single button click to add those suggested questions to requisitions.

Setup

Setup for Suggested Pre-Qualification Questions is simply adding questions to individual fields, which can only be performed by users with administrator privileges (so they can access the *Fields* page under the **Admin** area).

Upon opening the *Field Detail* page for the desired field, a new **Add Questionnaire** button is available at the bottom. Clicking this adds a new section at the bottom of the form for adding questions to the field.

Now you just add any questions you want to associate with the field by clicking the **Add** button. This opens the *Add a Question* window where you define the question itself, create answers to display to applicants, and select the "correct" answer to that question (the "correct" answer being the one the applicant must select in order to continue the application process).

After you have added all the desired questions to the field and clicked **Save**, those questions are ready to be added as pre-qualification questions for any requisition where that field appears. You still have the ability to manually edit any question added to a requisition.

The screenshot shows the HCS IRIS Client interface for editing a field. The field is named "Hours/Pay Period" with a description "The number of hours included in which pay period." The "Add Questionnaire" button is highlighted with a green arrow. Below it, the "Add a Question" dialog box is open, showing a question "Are you able to work (0) hours per week?" with two radio button answers: "Yes" (selected) and "No".

Field Detail Form:

- Name: Hours/Pay Period
- Display Name: Hours/Pay Period
- Description: The number of hours included in which pay period.
- Status: Active
- Is Secure?:
- Is EEO?:
- Database ID: 47
- InternalName: Hou
- InternalNameID: 339
- Data Type: Text

Add a Question Dialog:

- Question: Are you able to work (0) hours per week?
- Answer Type: Radio Buttons
- Orientation: Vertical
- Answers:
 - Seq # 1, Display Text Yes, Correct?
 - Seq # 2, Display Text No, Correct?

Adding Suggested Questions to a Requisition

Now that you have questions associated with specific fields, you can easily add those questions to any requisition that uses those fields.

The **Pre-Qual Questions** step of the Create Requisition wizard now displays a new **Add Suggestions** button for adding associated questions. Clicking this button automatically adds questions associated with fields that appear on your requisition form.

Once all the desired questions have been added, you can modify those questions as needed, add additional questions from templates or manual entry, and change the order the questions are presented to applicants.

The Fine Print

Nothing to worry about, just some of the finer details you should be aware of as you use the new search.

- If clicking the **Add Suggestions** button doesn't add any questions, that's probably because there are no fields on the requisition form that have pre-qualification questions.