



Reviewing Supplemental Question Answers

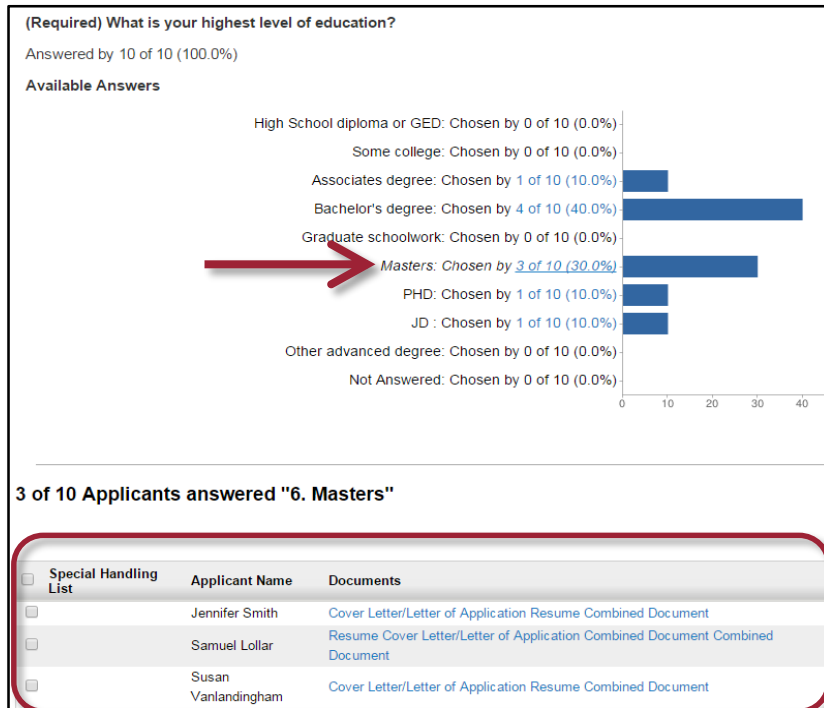
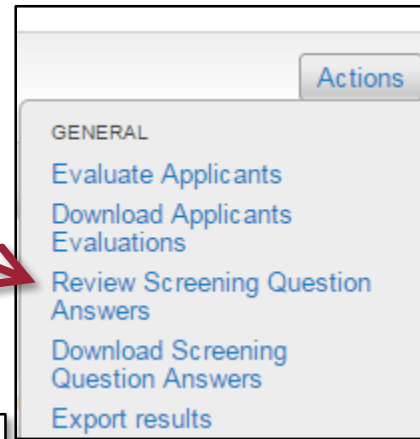
When the posting was created the hiring department may have elected to utilize screening questions to aid in the review of the applicant's materials and to assist with the determination of whether the applicant meets minimum qualifications. This section will address how to view a graphical representation of the supplemental questions that were answered by active applicants.

Follow the below steps to view supplemental question answers:

1. Hover over Actions listed above the applicants search results.
2. Click Review Screening Question Answers

To see which candidates answered a question on the graph, follow these instructions:

1. Click on the answer you would like to review



2. The applicants that provided the selected response will show at the bottom of the page along with their documents

Note: Screening question answers can also be downloaded into an excel file. Export results will export the saved search.

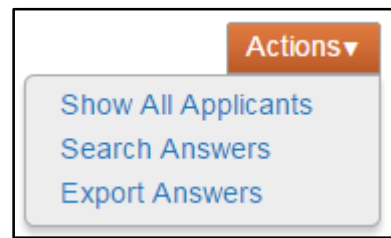


Searching Supplemental Question Answers

Supplemental question answers can also be filtered to quickly identify the candidates with the top qualifications. This feature is currently only available to user groups **Initiator**, **Reviewer**, and **Approver**.

Follow the below instructions to filter the supplemental question answers to aid in the identification of top candidates:

1. On the supplemental question answers page in the top right corner hover over the **orange action button**



Note: If you do not see all three options, click on **show all applicants**.

2. Click on **Search Answers**
3. Add the question and answer you would like to search for as shown below. The applicants that meet this criteria will be shown below the search filters.

Note: To search additional answers click on the **plus** symbol beside the question.

Actions ▾

+ | What is your highest level of education? ▾ | Includes ▾ | Masters ▾

+ ✕ | How many years of experience do you have in this type of position? ▾ | Includes ▾ | Seven years or more ▾

Actions

<input type="checkbox"/> Special Handling List	Applicant Name	Documents	Workflow State (internal)	Supplemental Score	(Actions)
<input type="checkbox"/>	Jennifer Smith	Cover Letter/Letter of Application Resume Combined Document	-	0.0	Actions ▾
<input type="checkbox"/>	Samuel Lollar	Resume Cover Letter/Letter of Application Combined Document	-	0.0	Actions ▾
<input type="checkbox"/>	Susan Vanlandingham	Cover Letter/Letter of Application Resume Combined Document	-	0.0	Actions ▾