TABLE OF CONTENTS

INTRODUCTION ................................................................. 5
GETTING STARTED .............................................................. 6
SYSTEM AND NAVIGATION ........................................................ 7
REQUEST STAFF/EXEC STAFF POSTING (Replacement) .................................................. 10
   CREATING A POSTING FROM POSITION DESCRIPTION ............................................. 10
MODIFY STAFF POSITION (CHANGE EXISTING FTE) ...................................................... 16
NEW STAFF POSITION and POST ACTION (NEW FTE) .................................................. 24
MONITORING POSTING PROGRESS ........................................................................ 34
POSTING FACULTY POSITIONS ........................................................................ 36
INTRODUCTION

Welcome to the Sam Houston State University Online Position Management and Employment Application System. The Human Resources (HR) department has implemented this system to automate many of the paper-driven aspects of the position description and employment application processes.

You will use this system to:
- Create and submit position actions through approval channels
- View applicants to your postings
- Notify HR of your decisions regarding the status of selected applicants

The system is designed to benefit you by facilitating:
- Faster processing of employment information
- Up-to-date access to information regarding all of your Postings
- More detailed screening of Applicants’ qualifications – before they reach the interview stage

The HR department has provided these training materials to assist with your understanding and use of this system.

Security of Applicant Data
To ensure the security of the data provided by applicants, the system will automatically log you out after 60 minutes if it detects no activity. However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.
GETTING STARTED

Important Note:
This guide was prepared using the test site: https://shsu-sandbox.peopleadmin.com/hr

The live site URL for Sam Houston State University is:

Applicant site: https://shsu.peopleadmin.com
User site: https://shsu.peopleadmin.com/hr

After navigating to the user site URL, the “login screen” for the system will appear and should be similar to the following screen:

If you have an approved user account, you will be able to log in using your approved User Name and Password.
SYSTEM AND NAVIGATION

SYSTEM HELP
At any time, if you have a question, reference the help documentation available in the upper right hand corner of your site when you are logged in.

POSITION TYPES
Position Types are the core configuration in PeopleAdmin Release 7.0 that allows for the differentiation in application and posting forms, posting and candidate workflows.

WORKFLOWS
Through a number of enhancements to the PeopleAdmin workflow engine, we are able to maintain established workflows. This means one user group, at a time, is able to make edits to or change the status of items in the system (the System Administrator will be able to modify any object in the system at any state).

USER’S ROLE ASSIGNMENT
PeopleAdmin version 7.0 allows you to assign specific organizational units for each user role assigned to a user in the system. For example, through a single user account a user could be assigned to the Department of Biology as a Department Head with Department scope and as a Special Reviewer with personal scope in the Philosophy Department. In this example, when the user is logged in to their Special Reviewer role they will only see postings on which they are assigned as Special Reviewer in the Philosophy Department. In addition, when they are in their Department Head role they will have access to all postings in the Biology Department. At no time will they be able to see all postings in the Philosophy Department - only those with their name on it and only when they are in their Special Reviewer role.

SHSU Users
Below you will find an overview of SHSU user types, including their level of scope and actions they can take in the system. This information is also contained in the top right corner of each page of the workflow document.

**Personal Scope Users:** these users must be tied to a posting by name.
Manager/Designee

**Department Scope Users:** these users have Department Scope, and see all of the postings/applicants within their department or departments.
-Department Authority
-College Authority
-Contracts & Grants

**Division Scope Users:** these users have Division Scope, and see all of the postings/applicants within their division(s)
-Division Authority

**University Scope Users:** these users have University Scope, and basically have overview of all postings/applicants across the entire system.
-VP Finance & Operations
-President
-Human Resources
**The Home Page**

This is the page you see when you log in. It presents a dashboard that provides access to:

- Announcements - these may be information-only or alerts.
- Items that need your attention - summary views of your inbox and Watch List are available on the home page.
- Links to pages and saved searches that you use often.

**Features on All Pages**

Some items are available anywhere in your site. Others are only available in certain areas or to people with certain permissions on the site. No matter where you are in the site, the following items are always available:

- **Header** - logo and other graphics, your login information.
- **Navigation bar** - tabs that provide access to the main areas of the user interface.
- **Footer** - the information that may be placed at the bottom of the page.
- **Work area** - the portion of the screen that presents controls for different tasks, and differs from page to page.
INBOX
This will probably be one of the most useful tools for you in the system. For each individual user, the Inbox will always contain all items in the system that require that user's attention, across all user roles they may possess. When in doubt check your inbox.

WATCHLIST
You will notice that everywhere you see postings in the site you will have the ability to "Watch" an item by clicking on the binoculars icon.

What to Do When You Don't See the Tab You Need

The HR Suite is organized in three modules. A highlighted area in the header, near the links for your inbox and watch list, presents the name of the module in which you are working. Select the module name to access the menu of modules; then choose the module you need to access. The main features in each module are:

- **ADMIN** - Site setup tasks, site and profile administration tasks.
- **APPLICANT TRACKING** - Postings, titles, pools, applicants, hiring proposals, users.
- **POSITION MANAGEMENT** - Position descriptions, titles, hiring proposals, users.

Your system privileges determine the modules you can access and the tabs available to you in each module.

How Pages Are Organized

Most tabs provide access to lists of similar items - for example, postings, supplemental questions, or applicants. Some kinds of information are organized by position type. On the tabs where you access these kinds of information, you must select the appropriate position type from the tab menu.

On pages that present lists of similar items, typically these things are true:

- A check box is associated with each item to allow you to select more than one at a time for bulk operations.
- An **Actions** control on the list page presents a menu of bulk operations and general actions.
- The name of each item in the list is a link that opens the summary view.
- A **Take Action** control on each item's summary page presents a menu of actions you can take on the item.
REQUEST STAFF/EXEC STAFF POSTING (Replacement)

The Request Posting (Replacement) action is used when you plan to replace an existing FTE with a new hire. Typically, no changes are made to the Job Description, simply replacing a terminated/separated/retired employee.

CREATING A POSTING FROM POSITION DESCRIPTION

- Log in as your user type that normally would create a posting.
- Ensure you are in the Position Management module
- Select Position Description tab ➔ Staff
Find the title/employee you are replacing.
Click the corresponding radio button and the title link.
Click “Request Posting for Staff Position (Replacement)” in upper right corner of screen.

NOTE: “Active” indicates the position is currently filled. “Inactive” indicates the position is vacant or in the rare occasion, eliminated.
Click “Start”.

Confirm all information in populated fields.
Complete all information in required fields noted with *

NOTE: Throughout the posting process, you can move between screens or “pages” using the page links located on the left side of the screen. Page links include Posting Details, Posting Documents, Supplemental Questions, Applicant Documents, and Action Summary.
Applicant Documents

The Applicant Documents screen (see above) allows you to select documents the Applicant can include and required documents. Click the selected documents.

NOTE: By selecting “Included”, a link is provided to upload a document. By selecting “Required”, the document is required to complete and submit the application. If a document is determined to be required, the “Included” box should also be checked to create the link.

Click Next

Screening Questions

The Screening Questions screen allows you to select standard and/or custom screening questions. Click the question name to expand to view to include the complete question and possible answers.

NOTE: Sam Houston State University includes two screening questions to each posting. The questions are regarding how the applicant became aware of the posting.

Click the “Add a Question” to add the question to posting. Choose from the “Available Supplemental Questions” or click “Add a new one” to create a question for approval.

To Add New Supplemental Question

Click “Add a new one” to create a question for approval.
"Name" the question indicating the nature of the question and select "category" of question.

Type the question in the space provided and select Open Ended Answers or Predefined Answers. Open ended questions are allowed a free-form field for the applicant. Predefined answers are fields, provided by the department, provided to the applicant.

Check Required if the question is to be required of all applicants. Continue to include all supplemental screening questions.
Click Next

Note the “Pending” status of the new custom question, above. As HR Manager reviews the posting, the custom question will be approved (with modifications if necessary).

The Summary screen displays the posting details, internal and applicant documents, screening questions, and guest users.
If all sections are marked with a Blue indicator, then the posting has passed its validation. If an Orange indicator appears at any section, click “Edit” next to page title and correct the item(s) indicated. Your posting will not pass the validation step until all sections are marked Blue.

Select Take Action on Action from the workflow action drop down list

Select your next authority
Confirm “Add to Watch list”
Click Submit

MODIFY STAFF POSITION (CHANGE EXISTING FTE)

GETTING STARTED

Log in as or change user type to Manager/Designee. Move from the Applicant Tracking module to the Position Management module.
Click the Position Descriptions, then click Staff (not Staff Actions). You should now see Staff positions.
A Manager/Designee user will see all positions within the department/departments assigned to their user account.

Select a position from the list on which you would like to start action – click the Title of this position. You should now see the details of the position, and in the top right corner of the screen you should see these options:

- Print Preview
- Modify Staff Position (Request Posting if Applicable)
- Request Posting for Existing Staff Position

If you do not see these options but instead see Print Preview and View Outstanding Action, the position you want to modify already has an outstanding action taking place against it. In order to proceed, you will need to Search Staff Actions, find the action against this position and either approve or cancel it. For data integrity reasons, the system only allows one action to take place against a position at a time.

Click on Modify Staff Position (Request Posting if Applicable) to start this action.

You will now see a message telling you that the action will lock this position once started. Click the Start button.
On this page, you will need to specify whether you are making a ‘Change to Position without Reclassification’ or making a ‘Request for Reclassification’.
Change to Position other than Reclassification – this type of modification is a fairly insignificant change meaning slight changes to the Duties and Responsibilities. This option is selected if you do not anticipate a reclassification of the positions. Any changes to the required Education and/or Experience requires a reclassification review.

Request for Reclassification – this type of modification includes changes to the Education and/or Experience of the current job position and/or significant changes to the job Duties and Responsibilities or Title.

Request Posting - is a secondary request to the requests above if you would also like to “bundle” the request for a posting with your modification. More than one choice can be selected.

- Select type of modification and click ‘Next’

CLASSIFICATION TITLE PAGE
- After hitting the next button you will come to the Classification Title page.
- You only need to make changes on this page if you want to reclassify the position. If you do not need to reclassify, move on to the next page.
- If you do want to request a reclassification, search and select the classification title you’d like to associate with your position.
- If you are unsure which title to pick, choose the ‘Template to Create New Title’ option. View the classification title details, and continue to the Position Details tab.

POSITION DETAILS PAGE
- On the position details tab, fill in information to update this position.
- This page contains most of the pertinent details for the position.
- Pay careful attention to the details of each field, as some of this information will flow over to the posting for applicant view (if you request a posting).
- Note that Funding information is set up in ‘builder’ format, so that multiple entries can be made.

JOB ANALYSIS QUESTIONNAIRE
- This page contains an electronic version of the Job Analysis Questionnaire. Fill out the information on this page to match the requirements for the position you are modifying if a reclassification is required. If this is not a reclassification (you selected “changes to position other than reclassification”), it is not necessary to complete the Job Analysis Questionnaire. You may proceed to the next page.
- Note that Supervision Exercised, Contacts with Others and Position Specific Duties and Responsibilities are set up in ‘builder’ format, so that multiple entries can be made.

STAFF ADDITIONS CHANGES
- This page contains an electronic version of the Staff Additions Changes form.
- Note that some information on the Staff Additions Changes form was already included in Position Details, and cannot be duplicated here.
- Fill out the information on this page to match the requirements for the position you are modifying. If this is not a reclassification (you selected “changes to position other than
reclassification”), it is not necessary to complete the Job Analysis Questionnaire. You may proceed to the next page.

POSITION DOCUMENTS

- On the Position Documents page, you will see the available documents that system users have to attach to the position. The Administrator has the ability to identify what documents need to be submitted for both internal users and applicants.

  - To add a document click on the Action link to the right of the Document Type name.
  - You can upload a document, create one from scratch, or use a document already in the system.
  - If you upload a document, default information will pre-populate in the Name field or you have the option to change the name of the document that is being attached.
  - Identify the document Description
  - Browse for the file that needs to be uploaded and then select Submit.
  - Additional Notes: Once you hit Submit, you should be back at the main Position Documents page. The name of your document will appear under the main document name. You will have a link to the document that was attached. Click on the link to view the document. A message may appear that reads ‘conversion in process’ which means that the document is converting to a .pdf file format and it may take a few minutes to complete depending on the size and/or format of the document you have uploaded. You can continue to either upload additional documents if needed or move on to the next page.

POSTING INFORMATION

- On the Posting Information page, you will see additional posting specific fields, such as Open Date, Removed from Web Date, etc.
Question: Why are we seeing this page? I thought I was requesting to modify a position?
Answer: in order to improve efficiency in the system, we allow Manager/Designee and Departments in general to ‘bundle’ the request to modify a position and request posting together in one action. That way, a Department only has to complete one action (with one form and workflow) to request both a modification and/or a posting.

If you do not want to request a posting for this position, you may bypass this page.

SUPPLEMENTAL QUESTIONS

On the Supplemental Questions page, you will have the ability to request posting specific questions. If approved, these questions will copy from this position action into the posting, and will show up to applicants.
Adding a Question:

- If you would like to add supplemental questions to your action you may search for existing questions here or add a new question to the bank.
  - To search the existing questions click on the Add a Question link. You can filter your search by Category or Keyword.
  - To add a new question click on the link Add a new one link in the bottom right corner and the Add a Question screen will appear.
    - Name the Question (this allows you to search or categorize questions)
    - Select a Category (if any, if not you can create question categories at a later time)
    - Add the Question text and select the answer type under Possible Answers
      - Selecting Open Ended Answers to give applicants a free-text field for answering the question.
      - Selecting Predefined Answers will prompt a menu of possible answers. The default is two answer choices, there is no limit.
        - Note: Each time an answer choice is filled in a blank answer choice appears. All answer choices that appear do not have to be filled in order to create the question. If you delete an empty answer choice box, another will appear.
      - Fill in the predefined answer choices and select Submit.
        - Note: Selecting Cancel on this screen will take you out of the Add a Question screen.
Once the question is saved, you will be brought back to the Supplemental Question page and see the question listed under Included Supplemental Questions

- **Supplemental Question Options:**
  - **Position** – Allows you to reorder questions
  - **Required?** – Makes the question Required on the Action
  - **Category** - Shows the name selected from the Category dropdown menu
  - **Question**: Shows the selected question
  - **Status** – Shows the approval status of the question

**Note:** Non-HR user questions remain at a draft state until HR approves the question. No other users in the system will have access to use the question until it has been approved. Note that if any questions were included on the Title you picked, they automatically populate on the action.

**Adding Points or Disqualifiers to Supplemental Questions:**

- Click on the **Question** link to see the Possible Answers to the question.
  - **Possible Answers**: Will show whether applicant answer options are Predefined or Open Ended.
    - For questions with Predefined Options, you can assign points or mark an answer choice as a disqualifier.
  - Click on the **Question** link to hide the question detail options.
  - Click on **Next**.

- This page is also included due to the ‘bundling’ concept defined above. If you are not requesting a posting, you can bypass this page.

**APPLICANT DOCUMENTS**

- On the Applicant Documents page, you will be able to specify which document you’d like applicants to attach when they apply to this posting.
This page is also included due to the ‘bundling’ concept defined above. If you are not requesting a posting, you can bypass this page.

Here are some details on working with Applicant Documents:

- You do have the ability to reorder the documents.
- Optional Documents: Checking box under the Included? column will include the document link on the posting and give the applicant the option to attach it or not.
- Required Applicant Documents: To require documents you will need to check both boxes under the Included? and Required? columns.

**ACTION SUMMARY**

- After entering all necessary information on the action form, select the Summary page on the left hand navigation bar.
- If all sections are marked with a Blue indicator, then the posting has passed its validation. If an Orange indicator appears at any section, click the Page Name to return to the Edit view of the action to correct any issues with your form before submission and then return to the Summary view.

**NEW STAFF POSITION and POST ACTION (NEW FTE)**

**GETTING STARTED**

- Log in as or change user type to Manager/Designee. Move from the Applicant Tracking module to the Position Management module.
- Click Position Descriptions, then click Staff (not Staff Actions).
- Click on the orange **Create New Position Description** button in the top right of the screen.
- Click **New Staff Position (New FTE)** in the pop-up dialogue box.

**NEW POSITION SETTINGS PAGE**

- On the front page you can title the new position, locate its place within the organizational structure, and clone an existing position if you choose.
Note that you should only clone an existing position to create a new one if the new position is very similar (close to identical) to the position you are cloning.

Enter the Title.

Identify the Division and Department.

Select Start Action

CLASSIFICATION TITLE PAGE

Select a Classification Title to associate with this position (new FTE with similar or same title/job description).

Search for a title by clicking on the blue ‘Filter these results’ wording and select the classification title you’d like to associate with your new position.

Each new position must be associated with a Classification Title.

If you are unsure which title to pick, choose the –’Template to Create New Title’ option.

View the classification title details, and click ‘Next’ to continue to the Position Details tab.

POSITION DETAILS PAGE

On the position details tab, fill in information to complete your new position.

This page contains most of the pertinent details for the new position. Fill out the information on this page to match the requirements for the position you are requesting.

Pay careful attention to the details of each field, as some of this information will eventually flow over to the posting for applicant view.
Note that Funding information is set up in ‘builder’ format, so that multiple entries can be made.

STAFF ADDITIONS CHANGES

This page contains an electronic version of the Staff Additions Changes form.

Note that some information on the Staff Additions Changes form was already included in Position Details, and cannot be duplicated here.

Fill out the information on this page to match the requirements for the position you are requesting.
This page contains an electronic version of the Job Analysis Questionnaire. Fill out the information on this page to match the requirements for the position you are requesting.

Note that ‘Supervision Exercised’ and ‘Contact with Others’ and Position Specific Duties and Responsibilities are set up in ‘builder’ format, so that multiple entries can be made.

POSITION DOCUMENTS

On the Position Documents page, you will see the available documents that system users have to attach to the position.
To add a document click on the **Action** link to the right of the Document Type name.

You can upload a document, create one from scratch, or use a document already in the system.

If you upload a document, default information will pre-populate in the **Name** field or you have the option to change the name of the document that is being attached.

Identify the document **Description**

**Browse** for the file that needs to be uploaded and then select **Submit**.

**Additional Notes:** Once you click **Submit**, you are brought back to the main Position Documents page. The name of your document will appear under the main document name. You will have a link to the document that was attached. Click on the link to view the document. A message may appear that reads ‘**conversion in process**’ which means that the document is converting to a pdf file format and it may take a few minutes to complete depending on the size and/or format of the document you have uploaded. You can continue to either upload additional documents if needed or move on to the next page.

**POSTING DETAILS**

On the Posting Details page, you will see additional posting specific fields, such as Open Date, Removed from Web Date, etc.
Question: Why are we seeing this page? I thought I was requesting to create a new position?
Answer: in order to improve efficiency in the system, we allow Manager/Designee and Departments in general to ‘bundle’ the request for a new position and request for posting together in one action. That way, a Department only has to complete one action (with one form and workflow) to request both a new position and a posting.

If you do not want to request a posting for your new position, you may bypass this page.

SUPPLEMENTAL QUESTIONS

On the Supplemental Questions page, you will have the ability to request posting specific questions. If approved, these questions will copy from this position action into the posting, and will show up to applicants.

This page is also included due to the ‘bundling’ concept defined above. If you are not requesting a posting for your new position, you can bypass this page.
Adding a Question:

- If you would like to add supplemental questions to your action you may search for existing questions here or add a new question to the bank.
  - To search the existing questions click on the Add a Question link. You can filter your search by Category or Keyword.
  - To add a new question click on the link Add a new one link in the bottom right corner and the Add a Question screen will appear.
    - Name the Question (this allows you to search or categorize questions)
    - Select a Category (if any, if not you can create question categories at a later time)
    - Add the Question text and select the answer type under Possible Answers
      - Selecting Open Ended Answers to give applicants a free-text field for answering the question.
      - Selecting Predefined Answers will prompt a menu of possible answers. The default is two answer choices, there is no limit.
        - Note: Each time an answer choice is filled in a blank answer choice appears. All answer choices that appear do not have
to be filled in order to create the question. If you delete an empty answer choice box, another will appear.

- Fill in the predefined answer choices and select Submit.
  - Note: Selecting Cancel on this screen will take you out of the Add a Question screen.
  - Once the question is saved, you will be brought back to the Supplemental Question page and see the question listed under Included Supplemental Questions

  - Supplemental Question Options:
    - Position – Allows you to reorder questions
    - Required? – Makes the question Required on the Action
    - Category - Shows the name selected from the Category dropdown menu
    - Question: Shows the selected question
    - Status – Shows the approval status of the question

  Note: Non-HR user questions remain at a draft state until HR approves the question. No other users in the system will have access to use the question until it has been approved. Note that if any questions were included on the Title you picked, they automatically populate on the action.

Adding Points or Disqualifiers to Supplemental Questions:

- Click on the Question link to see the Possible Answers to the question.
  - Possible Answers: Will show whether applicant answer options are Predefined or Open Ended.
    - For questions with Predefined Options, you can assign points or mark an answer choice as a disqualifier.
  - Click on the Question link to hide the question detail options.
  - Click on Next.

APPLICANT DOCUMENTS

- On the Applicant Documents page, you are able to specify which document you’d like applicants to attach when they apply to this posting.
This page is also included due to the ‘bundling’ concept defined above. If you are not requesting a posting for your new position, you can bypass this page.

Here are some details on working with Applicant Documents:

- You do have the ability to reorder the documents
- Optional Documents: Checking box under the Included? column will include the document on the posting but give the applicant the option to attach it or not.
- Required Applicant Documents: To require documents you will need to check both boxes under the Included? and Required? columns.

**ACTION SUMMARY**

- After entering all necessary information on the action form, select the Summary page on the left hand navigation bar.
- If all sections are marked with a Blue indicator, then the posting has passed its validation. If an Orange indicator appears at any section, click the Page Name to return to the Edit view of the action to correct any issues with your form before submission and then return to the Summary view.
- Select Take Action on Posting from the workflow action drop down list
- Confirm “Add to Watch list”
- Click Submit
MONITORING POSTING PROGRESS

You are able to monitor the progress of your postings and others you are permitted access.

- Locate and Open a posting
- Click HISTORY tab on the selected posting (see below)
➢ View posting history including action taken, date, who performed the action.

➢ Click **APPLICANTS** tab on the selected posting (see below)
Click the “Actions” button to access the options for the applicant group.

Click “Actions” drop down list on an individual applicant to view the application.

POSTING FACULTY POSITIONS

Log in as your user type that normally would create a posting.
➢ Ensure you are in the Applicant Tracking module

➢ Select Postings → Faculty → Create New Posting → Create from Position Type

➢ Populate the Position Title → Create new Posting
Confirm all information in populated fields.
Complete all information in required fields noted with *

NOTE: Throughout the posting process, you can move between screens or “pages” using the page links located on the left side of the screen. Page links include Posting Details, Search Committee, Ranking Criteria, Supplemental Questions, Candidate Documents, and Summary.

Click **Next**
Search Committee
Search Committee screen (see below) allows the “posting creator” to set-up search committee members to view-only access to the posting.

Use the “Search” feature to search for Search Committee Members’ names. The person you have selected to serve on your committee may have served as a search committee member previously; therefore, they would already have an assigned username and password.

If no names are found, enter the user information in the “New Search Committee Member” section.

Repeat these steps for multiple committee members, as necessary.

**NOTE:** Search Committee Members are assigned per posting. Meaning, if an employee is selected as a Search Committee Member to three separate postings, the employee will be required to be linked or assigned to each of the three postings individually.
Ranking Criteria

Ranking Criteria is used to rank or give weight to the supplemental questions.
Select question criteria ➔ Submit
Click question title (in blue) to expand the window and assign weight and points (see below).
Supplemental Questions

The Supplemental Questions screen (see above) allows you to select standard and/or custom screening questions.

Click the **Add a Question** to add the question to posting. Choose from the “Available Supplemental Questions” or click **Add a new one** to create a question for approval.

**To Add New Supplemental Question**

Click **Add a new one** to create a question for approval.
Adding a Question:

- If you would like to add supplemental questions to your action you may search for existing questions here or add a new question to the bank.
  - To search the existing questions click on the Add a Question link. You can filter your search by Category or Keyword.
  - To add a new question click on the Add a new one link in the bottom right corner and the Add a Question screen will appear.
    - Name the Question (this allows you to search or categorize questions)
    - Select a Category (if any, if not you can create question categories at a later time)
    - Add the Question text and select the answer type under Possible Answers
      - Selecting Open Ended Answers to give applicants a free-text field for answering the question.
      - Selecting Predefined Answers will prompt a menu of possible answers. The default is two answer choices, there is no limit.
        - Note: Each time an answer choice is filled in a blank answer choice appears. All answer choices that appear do not have to be filled in order to create the question. If you delete an empty answer choice box, another will appear.
      - Fill in the predefined answer choices and select Submit.
        - Note: Selecting Cancel on this screen will take you out of the Add a Question screen.
        - Once the question is saved, you will be brought back to the Supplemental Question page and see the question listed under Included Supplemental Questions.
Supplemental Question Options:

- **Position** – Allows you to reorder questions
- **Required?** – Makes the question Required on the Action
- **Category** - Shows the name selected from the Category dropdown menu
- **Question**: Shows the selected question
- **Status** – Shows the approval status of the question

**Note:** Non-HR user questions remain at a draft state until HR approves the question. No other users in the system will have access to use the question until it has been approved. Note that if any questions were included on the Title you picked, they automatically populate on the action.

**Adding Points or Disqualifiers to Supplemental Questions:**

- Click on the **Question** link to see the Possible Answers to the question.
  - **Possible Answers:** Will show whether applicant answer options are Predefined or Open Ended.
    - For questions with Predefined Options, you can assign points or mark an answer choice as a disqualifier.
  - Click on the **Question** link to hide the question detail options.
  - Click on **Next**.
The Summary screen displays the posting details, internal and applicant documents, screening questions, and search committee members.

- If all sections are marked with a Blue indicator, then the posting has passed its validation. If an Orange indicator appears at any section, click “Edit” next to page title and correct the item(s) indicated. Your posting will not pass the validation step until all sections are marked green.

- Select Take Action on Posting from the workflow action drop down list