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### Overview

This job aid goes through the steps for running a manual screening, including how to add evaluators for open-ended questions, enter a score on a rater’s behalf, and update an employee’s response that was incorrect. For information about how to set up a manual screening, see the **How to Create a Manual Screening** section of the [Screening Levels Job Aid](#).

### Adding Evaluators to Open-Ended Questions

**Prior to adding evaluators to an open-ended question**, you must set up the manual screening level and enter the Points available for each open-ended question.

**Define Screening Points**

**Question Details**

Question Please provide your license number and the State it is registered in for verification. If currently in school, please provide anticipated graduation date. If you do not have a RN license, and are not currently in school, enter Not Applicable.

Question Type Open Ended

**Question Points**

Points

The values entered here drive the values available for selection by the rater. See the **How to Create a Manual Screening** section of the [Screening Levels Job Aid](#) for details.

**IMPORTANT:** Do not change the points available after you add evaluators to the questions.

## Running a Manual Screen

1. Go to the **Questionnaire Page** within the Job Opening (you will typically do this after the job is open so go to the **Details** tab and then to **Questionnaire**).

Applicants | Applicant Search | Applicant Screening | Register | Activity & Attachments | **Details**

Opening Details | Job Details | Qualifications | Job Posting | **Questionnaire** | Screening | Assignments | Approvals

2. Click on **Enter Evaluators** next to the applicable question.

RN License Number   **Enter Evaluators**

3. If you know the evaluator's Empl ID, enter it on the page. If you do not, click the **search icon**.

**Assign Evaluators**

**Question**

Please provide your license number and the State it is registered in for verification. If currently in school, please provide anticipated graduation date. If you do not have a RN license, and are not currently in school, enter Not Applicable.

**Evaluators for Open Ended Questions**

Empl ID	Name		
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>

**OK** **Cancel**

- a. You can search by Empl ID or name. Select the applicable evaluator.

**Look Up Empl ID**

Empl ID  begins with

Name  begins with

**Search** **Clear** **Cancel** **Basic Lookup**

Search Results

- b. Once selected, the evaluator will display on the page. If you only have one evaluator, click **OK**. If you need to add more evaluators, click the "+" button and follow the previous steps to add more evaluators.

## Running a Manual Screen

**Evaluators for Open Ended Questions**

Empl ID	Name		
1000	Nicole	+	✖

OK Cancel

4. Click **Save** at the bottom of the Questionnaire page when done.

### How Evaluators Enter a Score

See the [Entering Scores for an Open-Ended Question job aid](#) for details.

### Running a Manual Screening

1. Go to the **Applicant Screening Tab**
2. Next to **Run**, select **Manual Screening**. Click **Go**.

Screening Levels | Screening Results

Run Select... Go


Manual Screening

Job Select...

Job Opening ID 2042

3. You can click on the **Process Monitor** to watch the status of the process or click the **refresh icon** next to the **Process Monitor** until the page indicates the process is complete.

Screening Levels | Screening Results

Run Manual Screening Go Process Monitor 

Job Opening / Jobs

4. Once the process is complete, the information in the **Last Run Date** will be updated.

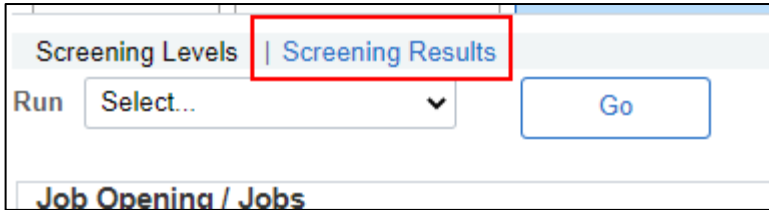
**Screening Levels** ?

Screen Level Name	Last Run Date
Manual Screening	12/07/21 12:55PM

# wisc.jobs

## Running a Manual Screen

5. Click on **Screening Results** to view the results.



6. Summary information regarding the screening level will display at the top of the page.

The screenshot shows a table titled 'Screening Levels'. The table has the following columns: Select, Job Code, Job Code Name, Primary Job, Screening Level, Last Run Date, Applicants Screened, Applicants Passed, Applicants Failed, and Unapplied Results. The data row shows: Job Code 38302, Job Code Name NURSE CLINICIAN 2, Primary Job (with a briefcase icon), Screening Level 1-Manual Screening, Last Run Date 07/01/21 1:50PM, Applicants Screened 8, Applicants Passed 7, Applicants Failed 1, and Unapplied Results 8.

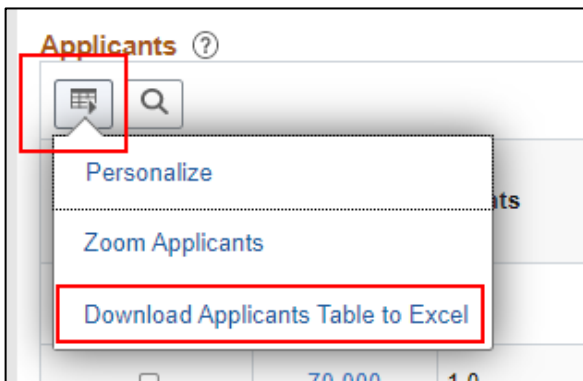
Select	Job Code	Job Code Name	Primary Job	Screening Level	Last Run Date	Applicants Screened	Applicants Passed	Applicants Failed	Unapplied Results
<input type="radio"/>	38302	NURSE CLINICIAN 2		1-Manual Screening	07/01/21 1:50PM	8	7	1	8

7. The **Applicants** section displays detailed results and the **Civil Service Score**.

The screenshot shows a table titled 'Applicants'. The table has the following columns: Select, Civil Service Score, Points, Applicant Name, Applicant ID, Disposition, Screening Result, Results Applied, Status Date, and Applicant Type. The data rows are as follows:

Select	Civil Service Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result	Results Applied	Status Date	Applicant Type
<input type="checkbox"/>	40.000	0.0	Nicole [redacted]	1003	110 Reject	Failed	No	12/07/2021	Employee
<input type="checkbox"/>	70.000	1.0	Latrice [redacted]	26133	030 Screen	Passed	No	12/07/2021	External Applicant
<input type="checkbox"/>	70.000	1.0	Miche [redacted]	28960	030 Screen	Passed	No	12/07/2021	Employee
<input type="checkbox"/>	70.000	1.0	Lori H [redacted]	29391	030 Screen	Passed	No	12/07/2021	External Applicant

8. Click on the **grid icon** and then **Download Applicants Table to Excel** to download the results.



9. Once you are ready, click **Create Register** from the Screening Results page to create the register.

- Note: If there is also a resume screen level, you will need to run the [Resume Screen](#) process before creating the register.

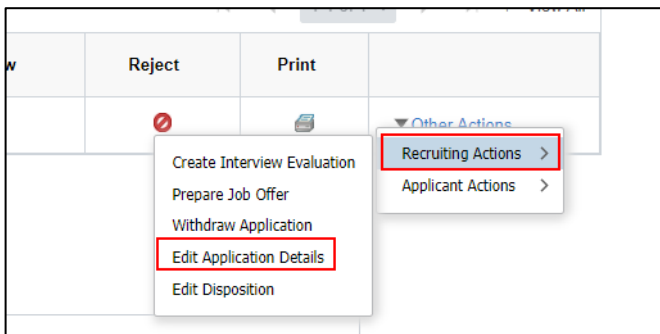
## Running a Manual Screen

Applicants Failed	Unapplied Results	Submitted By	
1	8		<a href="#">Create Register</a>

### Entering/Updating an Open-Ended Question Score

If you need to enter an open-ended question score on a rater's behalf or update it, see the following steps:

1. Go to the **Applicant** tab within the Job Opening and find the applicable applicant. Go to **Other Actions – Recruiting Actions – Edit Application Details**



2. Under Job Openings, click on **View Questionnaire**.

Job Opening ID	Posting Title	View Questionnaire	View Locations
2042	Registered Nurse - \$2,000 sign-on bonus - WI Center for the Blind and Visually Impaired	<a href="#">View Questionnaire</a>	<a href="#">View Locations</a>

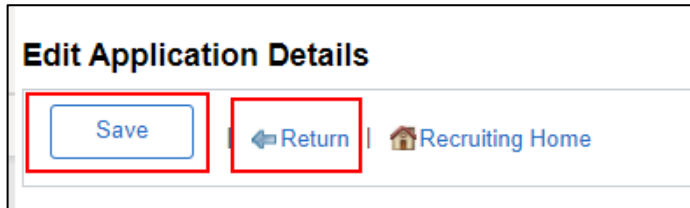
3. Enter/update the score in the **Points for Answer** field. Click **Save and Return**.

Average Review Points		
Empl ID	Name	Points for Answer
1000		<input type="text" value="1"/>

[Apply](#)
[Save and Return](#)
[Close](#)

## Running a Manual Screen

- Click **Save** at the top of the **Edit Application Details** page. Click **Return** to go back to the Job Opening.



- Go back to the **Applicant Screening page** and re-run the **Manual Screening** so the updated score is included in the screening results.

## Updating Employee Response to Single or Multiple-Choice Questions

There can be situations in which an applicant selects the wrong response for a single or multiple-choice question, and this causes the employee to fail the screening level.

For example, you may ask an applicant if they have a specific license in a Y/N question and then ask them to enter their license number in an open-ended question. They may enter No by accident and then enter a valid license number, so you need to change the response to the Y/N question to Yes.

If you need to update an employee's response, see the following steps:

- Prior to updating the applicant's response, you must run the Manual Screening (you have screening results for the applicant).
- Go to the **Screening Results** page from the **Applicant Screening** tab.
- Click on the **Civil Service Score** for the applicant.

The screenshot shows a table titled 'Applicants' with a search icon and a list icon. The table has three columns: 'Select', 'Civil Service Score', and 'Points'. The 'Civil Service Score' column contains the value '82.000', which is highlighted with a red rectangular box.

Select	Civil Service Score	Points
<input type="checkbox"/>	82.000	6.0

- On the **Screening Details** page, click **View Questionnaire Results**

The screenshot shows the 'Level Points Detail' page. It lists several categories and their scores: Job Preferences (0), Education/Experience (0), JPM Content Score (0), and Screening Questions (6.000). A blue button labeled 'View Questionnaire Results' is located to the right of the 'Screening Questions' score and is highlighted with a red rectangular box.

Job Preferences	0	
Education/Experience	0	
JPM Content Score	0	
Screening Questions	6.000	<a href="#">View Questionnaire Results</a>

## Running a Manual Screen

5. Any single or multiple-choice questions used in the screening will display on the page. Go to the question that needs to be corrected. Check the box that is the correct response.

Skills Question		
<input type="checkbox"/>	I have not performed this task.	
<input type="checkbox"/>	I have performed this task or activity with assistance.	
<input checked="" type="checkbox"/>	I have performed this task independently, without assistance.	2
<input type="checkbox"/>	I have led or trained others in the performance of this task.	

6. Once you check the box, the associated score will automatically update on the page.

Skills Question		
<input type="checkbox"/>	I have not performed this task.	
<input type="checkbox"/>	I have performed this task or activity with assistance.	
<input type="checkbox"/>	I have performed this task independently, without assistance.	
<input checked="" type="checkbox"/>	I have led or trained others in the performance of this task.	3

7. The total score will also update at the bottom of the page. Click **Save** to save your updates.

<input type="button" value="Save"/>	Subtotal	7
<a href="#">Return to Previous Page</a>		

8. The following will display. Click **OK**.

Answers have been updated (0,0)

9. Click **Return to Previous Page** on the current and next page you are directed to.

<input type="button" value="Save"/>
<a href="#">Return to Previous Page</a>

## Running a Manual Screen

- The **Civil Service Score** is automatically recalculated based on the score updates – you do not have to re-run the Manual Screening to calculate the new Civil Service Score.

Select	Civil Service Score	Points	Applic
<input type="checkbox"/>	88.000	7.0	Dean

### Updating the Passing Point and Re-Running the Screening Results

If you determine that the passing point must be adjusted prior to creating the register, you should do the following.

- Click on the **Manual Screening** link under **Screening Levels** on the **Screening Results** page.

The screenshot shows the 'Applicant Screening' page. At the top, there are tabs for 'Applicants', 'Applicant Search', 'Applicant Screening', 'Register', 'Activity & Attachments', and 'Data'. Below these are 'Screening Levels' and 'Screening Results' tabs. A 'Run' dropdown menu is set to 'Select...' with a 'Go' button next to it. A 'Process Monitor' icon is also visible. Below the navigation is an 'Apply Results' button. The main section is titled 'Screening Levels' and contains a table with the following data:

Select	Job Code	Job Code Name	Primary Job	Screening Level
<input checked="" type="radio"/>	10990	EXEC HUMAN RESOURCES MANAGER		1-Manual Screening

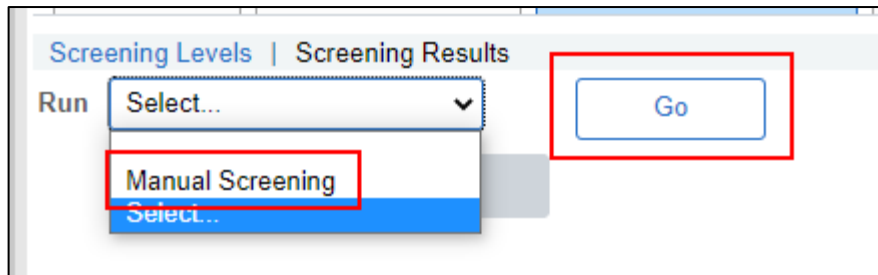
- This will bring you to the **Screening Criteria** page. Update the **Passing Point** and click **OK** on the bottom of the page.

The screenshot shows the 'Scoring Definition' page. It features a 'Maximum Points' input field with the value '9'. Below it, the 'Passing Point' input field is highlighted with a red box and contains the value '3.0'.

- Run the **Manual Screen** again following the steps previously outlined in this job aid.



## Running a Manual Screen



4. Review your updated results and do any required analysis.
5. Once you determine there are no additional updates needed to the passing point and you have run the Manual Screen with the final passing point used, you can create the Register.
  - a. Note: If there is also a resume screen level, you will need to run the [Resume Screen](#) process before creating the register.

### Multiple Screening Levels

If a job opening has multiple screening levels, each screening level must be complete prior to running the next screening.

1. Online Screening
  - a. If used, this is the first screening level.
  - b. Results are automatically calculated when the applicant submits their application. You do not have to manually run the screening level to see the results.
  - c. If the applicant passes, they move to the next screening level.
2. Manual screening
  - a. This would always come after an online screening but before a resume screening.
  - b. If an open-ended question is included, the evaluator should be added to the question AFTER the online screening results are applied.
  - c. Manually run the Manual Screening when all scores are complete.
  - d. Fully complete the Manual Screening **PRIOR TO ROUTING RESUMES** so you only route the resumes for the applicants who passed the Manual Screening.
3. Resume screening
  - a. This is always the last screening level and should only be run after all other screening levels are complete.