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Overview

There are three screening levels available in TAM:

1. **Online Screening**
 - a. Typically used to screen applicants on minimum or mandatory requirements
 - b. Can also be used to capture agreement to statements (ex. authorization for a background check, willingness to work a certain schedule....)
 - c. Applicants are notified of results at time of application submission
2. **Manual Screening**
 - a. All question types, including open-ended questions can be used
 - i. Allows for raters to score open-ended questions
 - b. Calculation of scores is not automatic at time of submission
 - i. Once all applications are submitted, recruiter runs a process to generate the scores
3. **Resume Screening**
 - a. Applicant will attach Resume and Letter of Qualifications (if required) during application process
 - b. Recruiter will add a Resume Screening to the Job Opening and route resumes to raters
 - c. Score will be entered by raters (recruiter can enter score on behalf of raters if needed)

A Job Opening can have multiple screening levels and applicants can be required to pass one level before moving to the next level. Recruiters must fully complete a screening level before running the next screening level (ex. must fully run manual screening process before routing applications to raters).

This job aid will define the screening level types and show you how to set up the screening levels.

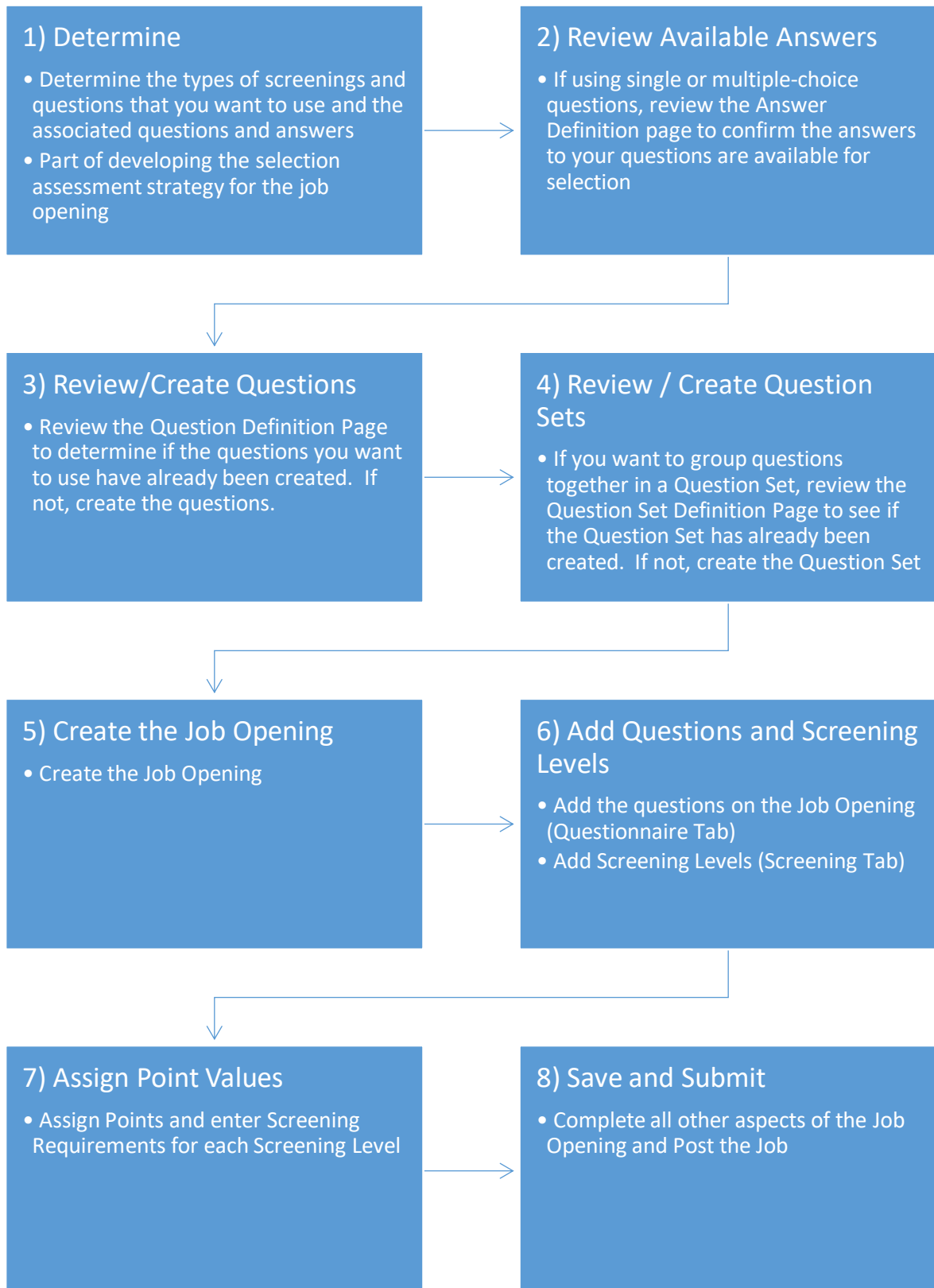
Understanding Screening Levels

	Online Screening	Manual Screening	Resume Screening
Where is this info collected in the application?	Qualification Step of the application process (Skills Questionnaire)	Qualification Step of the application process (Skills Questionnaire)	Resume Step of the application process
What question types are available?	<ul style="list-style-type: none"> • Single choice • Multiple Choice • Numeric • Date 	<ul style="list-style-type: none"> • Open Ended • Single choice • Multiple Choice • Numeric • Date 	None – will need to define what the applicant should address in Resume and Letter of Qualification within the Job Posting

	Online Screening	Manual Screening	Resume Screening
What kinds of questions can this screening level be used for?	<ul style="list-style-type: none"> • Minimum or mandatory requirements for a position typically noted in class specs, etc (e.g. licenses, certifications). Can be used for conditions of employment (e.g. willingness to work a certain schedule, work overtime, etc.) • Could replace OIQ's (if you want automatic scoring and notifications) 	<ul style="list-style-type: none"> • Like the online screening, but allows for raters to review/evaluate/score open-ended (narrative response) questions like a traditional T&E assessment • Can also be used to gather information (e.g. license/certification #s, date of graduation, etc.) 	<p>Subject Matter Experts (SMEs) are required to evaluate applicant responses in the Letter of Qualifications/Work History along with the resume</p>
How do applicants find out whether they passed?	<ul style="list-style-type: none"> • When the applicant submits the application, the system immediately processes the screening level and presents the applicant with a message related to the results of the online screening process. • Applicants will also immediately receive an email notification with the results. 	<ul style="list-style-type: none"> • The recruiter runs a process to calculate the score. • There is no automated notification to the applicant. • Recruiter can contact applicants either through messaging with TAM or via other methods. 	<ul style="list-style-type: none"> • The recruiter runs a process to calculate the score. • There is no automated notification to the applicant. • Recruiter can contact applicants either through messaging with TAM or via other methods.

Creating a Screening Level

Process for Setting Up Questions and Screening Levels



How to Create a Resume Screen

1. Go to the **Screening Tab** within the Job Opening

Job Opening ID NEW	Status 005 Draft
Job Posting Title Wts & Measures Petro Sys Supv	Business Unit 11500 (Ag, Trade & Consumer Protctn)
Job Code 73920 (WTS MEASURES PETRO SUPV)	Department 1150014300 (DTCP Bureau Weights_Mea
Position Number 001195 (Wts & Measures Petro Sys Supv)	Primary Recruiting Location 4036 (Madison)

Opening Details	Job Details	Qualifications	Job Posting	Questionnaire	Screening	Assignments
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2. Click **Add Screening Option**

Applicant Screening ?	
Sequence	Screening Levels
Add Screening Option	

3. Check box next to Resume Screen. Click **OK**.

Add Screening Levels		
Add Screening Options		
Select	Screening ID	Description
<input type="checkbox"/>	2001	Online Screening
<input type="checkbox"/>	2002	Manual Screening
<input checked="" type="checkbox"/>	2003	Resume Screen
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>

4. Click on the **Resume Screen** link

Applicant Screening ?	
Sequence	Screening Levels
1	Resume Screen

5. Enter the **Maximum** and **Passing Points**. Click **OK**.

	Pass/Fail Scale	3-Point Scale	9-Point Scale
Maximum Points	1	3	9
Passing Point	1	2	4

Pass/Fail Scale

▼ Screening Option Description ?

Name Resume Screen

Pass Status 030 Screen

Pass Reason Passed Resume Screen

Fail Status 110 Reject

Fail Reason Lacks Required Credentials

Scoring Definition ?

Maximum Points

Passing Point

9-Point Scale

▼ Screening Option Description ?

Name Resume Screen

Pass Status 030 Screen

Pass Reason Passed Resume Screen

Fail Status 110 Reject

Fail Reason Lacks Required Credentials

Scoring Definition ?

Maximum Points

Passing Point

6. You will be brought back to the Screening Tab. Click **Save as Draft** at the bottom of the page.

[Save and Open](#) [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

Online Screening

Characteristics of an Online Screening

- Online screening occurs when an applicant submits an application for a job opening.
- When the applicant submits the application, the system immediately processes the screening level and presents the applicant with a message related to the results of the online screening process.
- If the applicant passes the online screening, they will remain an active applicant and are moved to the next step in the assessment process.
- If the applicant fails the online screening, they are no longer an active applicant and they move to Rejected status
 - A rejection message will appear to the applicant and they will receive an email as well
 - The applicant will not be able to withdraw their application themselves or apply again for the same opening
 - The recruiter can NOT change the responses that the applicant submitted
 - The recruiter does have the ability to manually withdraw the application and allow the applicant to re-apply if needed

- Cannot use open-ended questions in an Online Screening

How to Create an Online Screening

Prior to creating an Online Screening, confirm the Questions and Answers that you need are available for selection. Please see the [Screening Questions Job Aid](#) for details.

1. Go to the **Questionnaire** tab within the Job Opening
2. Click on the Magnifying Glass to select a Question (or click **Load from Question Set**, if applicable).

3. Select the applicable Question (or Question Set, if applicable).

Question ID	Question Code	Question Type	Status	Description	Busines Unit
1029	PREF_FP	Multiple	Active	Preferences - Full/Part	(blank)
1030	PREF_SHIFT	Multiple	Active	Preferences - Shift	(blank)
1031	18YRS OLD	Single	Active	At least 18 yrs old	50500
1032	DRIVERLIC	Single	Active	Do you have a driver's license	50500
1033	LEADEREXP	Open Ended	Active	Leadership Experience	50500

4. Click **Add Skills Question** (or Load from Question Set, if applicable) to add the remaining Questions

5. Click on **View Answers** to review the full Question and Answer. Can also adjust points associated with the question.

Skills Questions ?

*Question	Question Order	Required	Action
At least 18 yrs old <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Answers <input type="checkbox"/>
Revoked drivers license <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Answers <input type="checkbox"/>
UNPARFEL <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Answers <input type="checkbox"/>
DOC Background Check <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Answers <input type="checkbox"/>

- a. Confirm the **Question Type** is correct
- b. Review **Points** to determine if any updates are needed.
 - i. If the applicant must pass a specific question within the screening, see the [Required to Pass](#) section of this job aid about how you may need to adjust the number of boxes selected as **Correct Answer**.

Answers to Screening Questions

Question Question Type Single Choice

Have you been convicted of any unpardoned* federal felony or of any offense which if committed in Wisconsin could be punished as a felony? *Pardon must be absolute and unconditional.

Answers

Answer	Points	Correct Answer
Yes	<input type="text" value="0"/>	<input type="checkbox"/>
No	<input type="text" value="1"/>	<input checked="" type="checkbox"/>

6. Enter the order you want the **Questions** to appear to applicants within this screening level
 - a. All questions appear together during the application process. Even if some questions are attached to an online screening level and others are attached to a manual screening level, you number the questions as a single group (1, 2, 3....). You should never repeat a number in the Question Order column.
7. It is optional to check the Required boxes; once a Question is added to a screening level, the applicant will be required to answer.

Skills Questions ?

*Question	Question Order	Required	Action
At least 18 yrs old <input type="text"/>	1	<input checked="" type="checkbox"/>	View Answers <input type="checkbox"/>
Revoked drivers license <input type="text"/>	2	<input checked="" type="checkbox"/>	View Answers <input type="checkbox"/>
UNPARFEL <input type="text"/>	3	<input checked="" type="checkbox"/>	View Answers <input type="checkbox"/>
DOC Background Check <input type="text"/>	4	<input checked="" type="checkbox"/>	View Answers <input type="checkbox"/>

8. Once the Questions have been added, add them to a screening level

9. Go to the **Screening Tab** and click **Add a Screening Option**

10. Check the box next to **Online Screening**. Click **OK**.

Select	Screening ID	Description
<input checked="" type="checkbox"/>	2001	Online Screening
<input type="checkbox"/>	2002	Manual Screening
<input type="checkbox"/>	2003	Resume Screen

11. This created the screening level. Now you must add the criteria associated with the screening level

12. Click on **Online Screening** under Screening Levels

Sequence	Screening Levels
1	Online Screening

13. Information at the top of the page defaults based on the screening level type

- a. **DO NOT** enter anything in the Explain Text ID box

Screening Criteria Help | Personalize

Job Opening ID 1301
 Job Posting Title Correctional Officer - online screening example
 Job Code 66500 (CORR OFFICER)
 Position Number 000867 (CORRECTIONAL OFFICER)

Status 005 Draft
 Business Unit 41000 (Corrections)
 Department 4103122000 (GBCI Green Bay Corr Inst)

▼ Screening Option Description ?

Name	Online Screening	Screening ID	2001
Pass Status	030 Screen	Explain Text ID	<input type="text"/>
Pass Reason	Passed Online Screening	Pass Text ID	HARAM_FLONLPASS_02
Fail Status	115 Reject Online Screening	Fail Text ID	HARAM_FLONLFAIL_01
Fail Reason	Minimum Score Not Met		<input type="checkbox"/> Pass Email <input type="checkbox"/> Fail Email

[View Explanatory Message](#)
[View Pass Message](#)
[View Fail Message](#)

14. Go to the **Screening Requirements** section of the page

- a. Do not include any of the items categorized as a Screening Type of Job Preferences because we are **NOT** collecting Job Preferences information from applicants

Screening Requirements ?

Screening Type	Item	Description	Edit Details	Use in Screening	Req
Job Preferences	Regular / Temp : Regular			<input type="checkbox"/>	
Job Preferences	Full / Part Time : Full-Time			<input type="checkbox"/>	
Job Preferences	Standard Hours : 40			<input type="checkbox"/>	
Job Preferences	Shift : N			<input type="checkbox"/>	
Job Preferences	Travel Percent : Never or rarely			<input type="checkbox"/>	
Job Preferences	Minimum Salary : 39582.4 - Year			<input type="checkbox"/>	
Job Preferences	Minimum Grade : 31			<input type="checkbox"/>	
Job Preferences	RS Location : 4014			<input type="checkbox"/>	

Nope - you can not use Job Preferences criteria in a screening because we don't collect this information from the applicant.

15. Scroll down to the Questions categorized as the **Skills Question** Screening Type

Screening Requirements ? 1-12 of 12

Screening Type	Item	Description	Edit Details	Use in Screening	Required to Pass	Points
Job Preferences	Regular / Temp : Regular			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Full / Part Time : Full-Time			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Standard Hours : 40			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Shift : N			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Travel Percent : Never or rarely			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Minimum Salary : 39582.4 - Year			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Minimum Grade : 31			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	RS Location : 4014			<input type="checkbox"/>	<input type="checkbox"/>	0
Skills Question	Question: At least 18 yrs old		Edit Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Skills Question	Question: Revoked drivers license		Edit Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Skills Question	Question: UNPARFEL		Edit Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Skills Question	Question: DOC Background Check		Edit Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1

I want to use all 4 questions in the online screening so I checked "Use in Screening" next to all of them.

The maximum number of points for each question is 1 point.

The maximum number of points an applicant can receive for the screening level is 4 points.

Total Screening Points 4

16. If you want to use the question in the screening, check the box in the **Use in Screening** column
 - a. Only check the Required to Pass box if the applicant must pass a specific question to pass the assessment regardless of their total score within the screening level. See the [Required to Pass](#) section of this job for additional information.
17. To view/edit point values associated with questions, click **Edit Details**
18. Make changes to **Points** on the **Question Details** page, click **OK**

Skills Question	Question: At least 18 yrs old	Edit Details	<input checked="" type="checkbox"/>
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Question Details

Question: Are you at least 18 years old?
Question Type: Single Choice

Question Points

Long Description	Points	Correct Answer
Yes	<input type="text" value="1"/>	Y
No	<input type="text" value="0"/>	N

19. Go to the **Scoring Definition** section in the middle of the page
20. The **Maximum Points** will populate automatically based on the questions selected and the maximum number of points per question
21. Enter the **Passing Point**
 - a. For an Online Screening, the passing point should be a whole number.

Scoring Definition ?

Maximum Points

Passing Point

Applicants must answer every question correctly in order to pass the screening level in this example.

22. When done with setup, click **OK** on the bottom of the page
23. You will be brought back on the main **Screening** tab
24. Click **Save as Draft**
25. If you need to enter another screening level, enter it at this time.

Example of the applicant view of Online Screening Questions

Correctional Officer - online screening example

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">1 Start Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">2 Resume Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">3 Preferences Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">4 Work Experience Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #e0f2f1;">5 Qualifications In Progress</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #e0f2f1;">Questionnaire In Progress</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Education Not Started</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Profile Information Not Started</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">6 Supporting Documentation Not Started</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">7 Review and Submit Not Started</div>	<p>Step 5 of 7: Qualifications - Questionnaire</p> <p>Skills Questionnaire</p> <p>Questions marked with an * are required. You are required to answer all the mandatory questions.</p> <p>Please answer the following questions as carefully as possible.</p> <p>*1. Are you at least 18 years old?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>*2. Is your driver's license currently expired, suspended or revoked?</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Yes</p> <p>*3. Have you been convicted of any unpardoned* federal felony or of any offense which if committed in Wisconsin could be punished as a felony? *Pardon must be absolute and unconditional.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>*4. As evidence of my desire to gain employment as a Correctional Officer, I hereby authorize any official representative of the Wisconsin Department of Corrections, bearing this release, to obtain information and records pertaining to me and my personal background whether such information and records are public, private, or confidential in nature from any or all sources. I understand that this information is necessary for determining my eligibility and suitability to obtain a Correctional Officer position within the Department of Corrections. I hereby release any individual or institution, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, because of compliance with this authorization and request to release information or any attempt to comply with it. An electronic copy of this statement will be valid as original thereof.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
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Manual Screening

Characteristics of a Manual Screening

- A manual screening allows for a combination of single/multiple-choice, as well as open-ended questions that can be evaluated by raters or used to gather information
- The process to calculate scores is run by the recruiter so the passing point can be adjusted if needed

How to Create a Manual Screening

The steps to create a Manual Screening mirror how to create an online screening, except that open-ended questions can be included.

1. Select the applicable Question (or Question Set).

Question ID	Question Code	Question Type	Status	Description	Busines Unit
1029	PREF_FP	Multiple	Active	Preferences - Full/Part	(blank)
1030	PREF_SHIFT	Multiple	Active	Preferences - Shift	(blank)
1031	18YRS OLD	Single	Active	At least 18 yrs old	50500
1032	DRIVERLIC	Single	Active	Do you have a driver's license	50500
1033	LEADEREXP	Open Ended	Active	Leadership Experience	50500

2. Click **Add Skills Question** (or Load from Question Set, if applicable) to add the remaining Questions

Skills Questions ?

*Question	Question Order	Required
At least 18 yrs old <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

3. Click on **View Answers** to review the full Question and Answer. Can also adjust points associated with the question.

Skills Questions ?

*Question	Question Order	Required	Action
At least 18 yrs old <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Answers
Revoked drivers license <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Answers
UNPARFEL <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Answers
DOC Background Check <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Answers

- a. Confirm the **Question Type** is correct
- b. Review **Points** to determine if any updates are needed.
 - i. If the applicant must pass a specific question within the screening, see the [Required to Pass](#) section of this job aid about how you may need to adjust the number of boxes selected as **Correct Answer**.

Answers to Screening Questions

Question

Question Type

Answers

Answer	Points	Correct Answer
Yes	<input type="text" value="0"/>	<input type="checkbox"/>
No	<input type="text" value="1"/>	<input checked="" type="checkbox"/>

Entering Evaluators for an Open Ended Question

4. If using open-ended questions, you will typically NOT enter evaluators at this point – will want to wait until the recruitment is closed
 - a. If continuous recruitment, will want to wait until you ready to start the evaluation process

*Question	Question Order	Required	Action
Historic Sites <input type="text"/>	<input type="text" value="4"/>	<input type="checkbox"/>	Enter Evaluators
Wi Atty Lic # <input type="text"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Enter Evaluators

- b. Once you want to add Evaluators, click on the **Enter Evaluators** link.
- c. Click on the Magnifying Glass to search for evaluators

Assign Evaluators

Question
Please describe your experience managing living history sites or museums.

Evaluators for Open Ended Questions

Empl ID Name

[Basic Lookup](#)

Search Results
Only the first 300 results of a possible 96708 can be displayed.

[View 100](#)

Empl ID	Name
---------	------

- d. Can search by Empl ID or name
- e. Click the “+” to add more evaluators

Evaluators for Open Ended Questions

Empl ID	Name			
1000 <input type="text"/>	Nicole Zimm	<input type="button" value="+"/>	<input type="button" value=""/>	<input type="button" value=""/>

5. Enter the order you want the **Questions** to appear to applicants within this screening level
 - a. All questions appear together during the application process. Even if some questions are attached to an online screening level and others are attached to a manual screening level, you number the questions as a single group (1, 2, 3....). You should never repeat a number in the Question Order column.
6. It is optional to check the Required boxes; once a Question is added to a screening level, the applicant will be required to answer.

Skills Questions

*Question	Question Order	Required	Action	
Historic Sites <input type="text"/>	<input type="text" value="4"/>	<input type="checkbox"/>	Enter Evaluators	<input type="button" value=""/>
Wi Atty Lic # <input type="text"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Enter Evaluators	<input type="button" value=""/>
Drinks consumed <input type="text"/>	<input type="text" value="2"/>	<input type="checkbox"/>	View Answers	<input type="button" value=""/>
Drink <input type="text"/>	<input type="text" value="3"/>	<input type="checkbox"/>	View Answers	<input type="button" value=""/>

- Once the Questions have been added, add them to the Manual Screening level.
- Go to the **Screening** tab within the Job Opening
- Click **Add Screening Option**

- Select the **box** next to **Manual Screening**. Click **OK**.

Select	Screening ID	Description
<input type="checkbox"/>	2001	Online Screening
<input checked="" type="checkbox"/>	2002	Manual Screening
<input type="checkbox"/>	2003	Resume Screen

- This created the screening level. Now you must add the criteria associated with the screening level.
- Click on the link with the screening level name.

Sequence	Screening Levels
1	Manual Screening

13. Information at the top of the page defaults based on the screening level type

Screening Criteria
Help | Pe

Job Opening ID 1302
 Job Posting Title Wade House Director
 Job Code 63050 (HISTORIC SITE MANAGER)
 Position Number 005663 (Wade House Director)

Status 005 Draft
 Business Unit 24500 (Historical Society)
 Department 2450520024 (WH Operations)

▼ Screening Option Description ⓘ

Name	Manual Screening		Screening ID	2002
Pass Status	030 Screen			
Pass Reason	Passed Manual Screen			
Fail Status	110 Reject			
Fail Reason	Lacks Required Credentials			

14. Go to the Screening Requirements section of the page

- a. Do not include any of the items categorized as a Screening Type of Job Preferences because we are NOT collecting Job Preferences information from applicants

Screening Requirements ⓘ

Screening Type	Item	Description	Edit Details	Use in Screening	Req
Job Preferences	Regular / Temp : Regular			<input type="checkbox"/>	
Job Preferences	Full / Part Time : Full-Time			<input type="checkbox"/>	
Job Preferences	Standard Hours : 40			<input type="checkbox"/>	
Job Preferences	Shift : N			<input type="checkbox"/>	
Job Preferences	Travel Percent : Never or rarely			<input type="checkbox"/>	
Job Preferences	Minimum Salary : 39582.4 - Year			<input type="checkbox"/>	
Job Preferences	Minimum Grade : 31			<input type="checkbox"/>	
Job Preferences	RS Location : 4014			<input type="checkbox"/>	

Nope - you can not use Job Preferences criteria in a screening because we don't collect this information from the applicant.

15. Scroll down to the Questions categorized as the **Skills Question** Screening Type

- a. Scroll down the list to view the **Skills Question** Screening Type

16. If you want to use the question in the screening, check the box in the **Use in Screening** column

- a. Only check the **Required to Pass** box if the applicant must pass a specific question to pass the assessment regardless of their total score within the screening level

Screening Requirements ?

1-12 of 12

Screening Type	Item	Description	Edit Details	Use in Screening	Required to Pass	Points
Job Preferences	Regular / Temp : Regular			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Full / Part Time : Full-Time			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Standard Hours : 40			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Shift : N			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Travel Percent : Never or rarely			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Minimum Salary : 65416 - Year			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	Minimum Grade : 01			<input type="checkbox"/>	<input type="checkbox"/>	0
Job Preferences	RS Location : 4187			<input type="checkbox"/>	<input type="checkbox"/>	0
Skills Question	Question: WI Atty Lic #		Open Ended	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Skills Question	Question: Drinks consumed		Edit Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6
Skills Question	Question: Drink		Edit Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Skills Question	Question: Historic Sites		Open Ended	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9

Total Screening Points 19

I want to use all 4 questions in the manual screening so I checked "Use in Screening" next to all of them.

The maximum number of points for each question is displayed in the Points column.

The maximum number of points an applicant can receive for the screening level is 19 points.

17. To view/edit point values associated with questions, click **Edit Details**

Skills Question	Question: At least 18 yrs old	Edit Details	<input checked="" type="checkbox"/>
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18. Make changes to **Points** on the **Question Details** page, click **OK**

Question Details

Question: Are you at least 18 years old?

Question Type: Single Choice

Question Points

Long Description	Points	Correct Answer
Yes	1	Y
No	0	N

OK Cancel

19. Go to the **Scoring Definition** section in the middle of the page

20. The **Maximum Points** will populate automatically based on the questions selected and the maximum number of points per question

21. Enter the **Passing Point**

- Typically, the Passing Point should be a whole number; decimals can be used to make slight adjustments as needed during the evaluation stage

Scoring Definition ?

Maximum Points

Passing Point

22. When done with setup, click **OK** on the bottom of the page
23. You will be back on the main **Screening** tab
24. Click Save as Draft
25. If you need to enter another screening level, enter it at this time.

Manual Screening Applicant View

Wade House Director - manual screening demo

<p>1 Start Complete</p> <p>2 Resume Complete</p> <p>3 Qualifications In Progress</p> <p>Questionnaire In Progress</p> <p>Education Not Started</p> <p>Profile Information Not Started</p> <p>4 Preferences Not Started</p> <p>5 Supporting Documentation Not Started</p> <p>6 Review and Submit Not Started</p>	<p>Step 3 of 6: Qualifications - Questionnaire</p> <p><u>Skills Questionnaire</u></p> <p>Questions marked with an * are required. You are required to answer all the mandatory questions. Please answer the following questions as carefully as possible.</p> <p>*1. Please enter your State of Wisconsin Attorney Licensure Information/Number here.</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p><input type="checkbox"/> Word Count Total Words 0</p> <p>*2. Please indicate below which drinks you've had in the past 7 days.</p> <p><input type="checkbox"/> Water</p> <p><input type="checkbox"/> Milk</p> <p><input type="checkbox"/> Tea</p> <p><input type="checkbox"/> Soda</p> <p><input type="checkbox"/> Smoothie</p> <p><input type="checkbox"/> Milk Shake</p> <p>*3. What is your cocktail making experience?</p> <p><input type="radio"/> I do not have education/training or professional work experience performing this task.</p> <p><input type="radio"/> I have had formal education/training (e.g., coursework) on this task.</p> <p><input type="radio"/> I have professional work experience performing this task.</p> <p><input type="radio"/> I have trained or led others on how to perform this task.</p> <p>*4. Please describe your experience managing living history sites or museums.</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
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If responses have a box in front of them, it's a multiple choice question.

If responses have a circle/radio button in front of them, it's a single choice question.

Using Required to Pass Questions within an Online or Manual Screening

If you have mandatory questions that the applicant is required to answer a specific way, as well as other questions that are not mandatory, you can:

1. Create an online screening level to pass/fail the applicant at submission; or
 - a. If you have other screening levels, points associated with the online screening will not be included in the CSS
2. Create a manual screening that includes questions that you must pass
 - a. Applicant will both have to pass the entire screening level and the mandatory/required to pass questions
 - b. Responses to all questions will be used to calculate the CSS

You can only use single-choice questions as a Required to Pass question (applicants can only select 1 answer from many).

- Yes/No Questions - the selected Correct Answer will drive whether the applicant passes the question

Question Definition

Question ID 1031

Business Unit 50500 Administration Clone Question

Job Code

*Question Code 18YRS OLD *Question Type Single Choice

*Status Active Status Date 12/30/2020

*Description At least 18 yrs old

Short Desc 18YRS

*Long Description Are you at least 18 years old?

"Yes" is the correct answer and must be selected to pass this question if Required to Pass. The applicant will also receive 1 point for this answer.

Answers

*Answer ID	Long Description	Correct Answer	Default Points	Answer Order		
1011	Yes	<input checked="" type="checkbox"/>	1	1	+	-
1012	No	<input type="checkbox"/>	0	2	+	-

- You can also use a single choice question in which more than 1 answer will allow the applicant to pass the question. If any of the answers are selected, the applicant will pass the question.

Question Definition

Question ID 1058
 Business Unit 25500 Public Instruction [Clone Question](#)
 Job Code
 *Question Code HROIQEOT2 *Question Type Single Choice
 *Status Active Status Date 02/17/2021
 *Description HR OIQ EOT Q2
 Short Desc HR OIQ EOT
 *Long Description Identify the level of Education or Training you have working with PeopleSoft HCM - TAM

This is a single-choice question so they can only select one response even though there are 3 Correct Answer boxes selected.

Answers

In this situation, the job requires at least some experience with TAM. As long as the applicant selects the answer that corresponds to one of the selected boxes, they will pass the question. They will also receive the points associated with the response.

*Answer ID	Long Description	Correct Answer	Default Points	Answer Order		
1029	I do not have education/training or professional work experience performing this task.	<input type="checkbox"/>	0	1	+	-
1030	I have had formal education/training (e.g., coursework) on this task.	<input checked="" type="checkbox"/>	1	2	+	-
1031	I have professional work experience performing this task.	<input checked="" type="checkbox"/>	2	3	+	-
1032	I have trained or led others on how to perform this task.	<input checked="" type="checkbox"/>	3	4	+	-

You do not need to set up the initial question with all the Correct Answers selected. You can make an update when you add the question to the Questionnaire Tab.

1. Click **View Answers** once you add the Question on the Questionnaire Tab

Skills Questions ?

*Question	Question Order	Required	Action
DOC 4pt EOT Scale Template <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Answers

2. Check **Correct Answer** next to every response that will allow the applicant to pass the question. Click **OK**.

Answers

Answer	Points	Correct Answer
I have no training/education on this task.	<input type="text" value="0"/>	<input type="checkbox"/>
I am self-taught on this task.	<input type="text" value="1"/>	<input type="checkbox"/>
I have informal training on this task (on-the-job training).	<input type="text" value="2"/>	<input checked="" type="checkbox"/>
I have formal training or education on this task (in-service, vendor training, or formal academic education).	<input type="text" value="3"/>	<input checked="" type="checkbox"/>

When you add the Question to the screening level, you need to check the box next to **Required to Pass**

Screening Requirements ?

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Screening Type	Item	Description	Edit Details	Use in Screening	Required to Pass	Points
Job Preferences	Regular / Temp : Regular			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Full / Part Time : Full-Time			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Standard Hours : 40			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Travel Percent : Never or rarely			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Minimum Salary : 38875.2 - Year			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Minimum Grade : 04			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	RS Location : 4036			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Skills Question	Question: HCM Experience		Edit Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
Skills Question	Question: ERP Years Experience		Edit Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3

Multiple Screening Levels

You can create multiple screening levels. They must always be created/listed in the following order:

1. Online Screening
2. Manual Screening
3. Resume Screening

The screening level must be fully complete before moving to the next screening level because screening results and applicant disposition determine who will be evaluated in subsequent screening levels. The Civil Service Score will always be calculated on the last screening level used.