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Overview

The screening process refers to evaluating applicants' qualifications for a vacancy. Human resources professionals can use various techniques to screen applicants for minimum requirements and qualifications, such as questionnaires, resume screens, phone screens, and interviews. In TAM, single-choice, multiple-choice, open-ended, numeric, and date questions can be used in screening levels. This job aid provides information on how to create screening questions and use them in a job opening.

Set up Questions

Before setting up the screening levels, you need to determine which questions and answers you will be using for the job opening. After you determine which questions will be used to screen applicants, follow these steps to add the questions and answers to the job opening:

Search the Answer Definitions

- 1. Confirm the answers to your screening questions are available value on the Answer Definition Page (this step is not necessary for open-ended questions).
 - a. **Navigation:** Recruiting Homepage Recruiting Activities Tile Recruitment Configuration Answer Definition
 - b. There are several ways to search for available answers
 - i. Click **Search** on the Answer Definition page to see a list of all currently available answers.

4	Answer Definition						
E	Enter any information you have and click Search. Leave fields blank for a list of all values.						
_	Find an Exis	ting Value	<u>A</u> dd a New Value				
	▼ Search Criteria						
	Answer ID	= •					
	Answer Code	begins with ${\color{black} \!$					
"	Description	begins with ${\color{red} }$					
6	Business Unit	begins with \mathbf{v}	Q				
	Job Code	begins with ${\color{red} }$	٩				
(Case Sensitive						
	Search	Clear Basic S	Gearch 📓 Save Search Criteria				

- ii. Use BU or other search criteria to narrow the search results
- iii. Run the WI_HRS_ANSWER query and enter applicable criteria to download available answers

WI_HRS_ANSWER - Recruiting Answers					
Opt: Answer Opt: Answer Code (* ID 0 (%)	2			
Opt: Ans Descr (%Example Opt: Business Unit (Opt: Job Code (%) %)Q %)Q				
View Results					
Row Answer ID	Answer Code	Ans Descr	Ans Short Desc	A	

2. When you click **Search**, you will see all the answers that are currently in the library (based on any search parameters that you set).

Answer ID	Answer Code	Description	Business Unit	Job Code
<u>1001</u>	YES	Yes	(blank)	(blank)
1002	NO	No	(blank)	(blank)
1003	FULLTIME	Full-Time	(blank)	(blank)
1004	PARTTIME	Part-Time	(blank)	(blank)
1005	1STSHIFT	1st Shift	(blank)	(blank)
1006	2NDSHIFT	2nd Shift	(blank)	(blank)
1007	3RDSHIFT	3rd Shift	(blank)	(blank)
1008	SEASONAL	Seasonal	(blank)	(blank)
1009	NONE ABV	None of the Above	(blank)	(blank)
1010	NA	Not Applicable	(blank)	(blank)

a. Answers used across the enterprise will have a blank Business Unit and Job Code

How to Request the Creation of Answers

- b. Answers will be View Only to agency recruiters and the list will be maintained centrally. Agency staff so not have the security to create answers. If you need an answer added, you will need to create a JIRA ticket and attach a completed <u>Answer Definition Collection Document</u>. Assign the ticket to the HCM Recruiting category.
- 3. Click on any of the answers to see the full text of the answer in the Long Description box (this is what will appear to the applicants). Take note of the Answer ID number this will help you find the answer you need to add a question.

	Answer ID	Answer Code	Description	Business Unit	Job Code
	1001	YES	Yes	(blank)	(blank)
	1002	NO	No	(blank)	(blank)
	1003	FULLTIME	Full-Time	(blank)	(blank)
	1004	PARTTIME	Part-Time	(blank)	(blank)
/					

		251 chara	cters remaining	_12
	Long Description	Yes	This is the answer that appears to the applicant	Ľ٢)
	Short Description	Yes		
	Description	Yes		
	Job Code			
	Business Unit			
	Answer Code	YES		
Answer ID	1001			
Answer De	finition			
				New

4. Once you confirm your answers are available, you will see if the question you need has already been created or if you need to create it.

Searching and Creating Questions

- 1. Go to the Question Definition Page
 - a. **Navigation:** Recruiting Homepage Recruiting Activities Tile Recruitment Configuration Question Definition
 - b. There are several ways to search for available questions.
 - i. Click on **Search** to see questions that have already been created to see if you can use an existing question.

Find an Exis	ting Value	Add a New Value		
Search Crite	ria			
Question ID	= •			
Question Code	begins with	•		
Description	begins with	•		
Business Unit	begins with	•	۹	
Job Code	begins with	•	Q	

- ii. Use BU or other search criteria to narrow the search results
- iii. Run the WI_HRS_QUESTION_ANSWER query and enter applicable criteria to download questions and their associated answers.
 - 1. The Question Description and Answer Description prompts need to use wildcards (%) before and after the value(s) you are searching for.
 - 2. The Answer Description prompt brings back all Question Answers associated with a Question ID that contains that Answer Description.
 - 3. These prompts search the following fields: Description, Short Description, and Long Description that are visible on the Question and Answer pages.

WI_HRS_QUESTION_ANSW	ER - Recruiting	Question	s w Ans	wers			
Opt: Question ID	0 🔍						
Opt: Question Code (%)							
Opt: Question Type			~				
Opt: Ques Descr (%Example%)							
Opt: Answer ID	0 🔍						
Opt: Answer Code (%)							
Opt: Ans Descr (%Example%)							
Opt: Business Unit (%)	Q						
Opt: Job Code (%)	Q						
View Results							
 Question Question Question 	Open Ended Max	Business	Bus Unit	Job	Job Code	 Status	Qu

- iv. If you want to search the questions without including the answers, run WI_HRS_QUESTION instead of the above query.
- 2. When you click **Search**, you will see all the questions that are currently in the library (based on any search parameters that you set).

View All			1-13 of 13 🗸	
Question ID	Question Code	Description	Business Unit	Job Code
1029	EMP_FTPT	Empl Question - FT/PT	(blank)	(blank)
1030	EMP_SHIFT	Empl Question - Shift Preferen	(blank)	(blank)
1031	DMAEOT3PT	DMA 3pt EOT Scale Template	46500	(blank)
1032	DMAPWE3PT	DMA 3pt PWE Scale Template	46500	(blank)
1033	DOC3PTADM	DOC 3pt PWE Admin Supp Scale	41000	(blank)

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Screening Questions

3. If the question has been previously used in a job opening, the message below will be displayed.



- a. Once a Question has been used in a Job Opening, it cannot be updated. If you need to make an update to the question, you will need to Clone the question to make updates.
- 4. Click on any of the questions to see the full text of the question, as well as the answers associated with the question (if applicable). The text of the question is in the Long Description box this is what will appear to the applicants. The associated answers are below in the Answers section (Long Description fields).
 - a. Recruiters should confirm the Question Type, the Question (in the Long Description field) and the Answers are set up as needed.
 - b. The Long Description (aka the Question) does not have any formatting available it is all plain text, and you cannot include a link.

	Question ID	1041					
	Business Unit					Clone Question	n
	Job Code						
	Question Code	DWYRSEX	Question Type	Single Choice			
	Status	Active	Status Date	02/07/2021			
	Description	Drywall Plaster Yrs Exp					
	Short Desc	DWYRSEX					
		and plaster?		in the second	ng arywan		
Inswers		and plaster?					
Answers		and plaster?				-3 of 3 🗸 🕨 🕨	
Answers Answer ID	Long Descrip	normally years of experiance of the second	Corre Answ	ct Default er Points		_3 of 3 ♥ ▶ ▶ Answer Order	
Answer ID	Long Descrip	ntion	Corre Answ	ct Default er Points	4 1 0	-3 of 3 V V V	
Answer ID 1022	Long Descrip Less than a Ye 1 - 3 Years	tion	Corre Answ	ct Default er Points	0 1	Answer Order	

Create a Question

5. If you need to create a question, go the Question Definition Page, and click Add a New Value

Question Definition							
Enter any information	tion you have a	nd click Search. Leave fie	elds blank for a list of all values.				
Find an Exis	sting Value	Add a New Value					
▼ Search Criteria							
Question ID	= •						
Question Code	begins with	•					
Description	begins with	•					
Business Unit	begins with	•	Q				
Job Code	begins with	•	Q				
Limit the number of	of results to (up	to 300): 300					
Search	Clear Basic	Search 🖉 Save Searcl	n Criteria				

A Do NOT enter a value in Question ID, just click Add. The system will auto-number the question.

Question Definition							
Eind an Existing Value	Add a New Value						
Question ID	0						
Add							

6. You will be brought to this page where you build the question:

Question ID					
Business Unit	Q				
Job Code	Q				
*Question Code		*Question Type		~	
*Status	Active 🗸	Status Date	02/05/2021		
*Description					
Short Desc					
*Long Description					24) 194
				/	
Save Notify Refres	h				dd Undate/Display

7. When an agency recruiter creates a question, a business unit must be entered. This is required.

Question Definition						
	Question ID					
	Business Unit	43500	Q	Health Services		
	Job Code		Q			
ł	Question Code	CNARO	TSCH	ł		

- a. Agencies will be able to see and use questions from other agencies.
- b. If the question was created centrally, a business unit may not be entered.
- c. Entering the job code associated with the question is optional.
 - i. If the question could be used across multiple job codes, you should leave the value blank.
 - ii. If the question only applies to a specific job code at your agency, you may want to enter the job code. This will allow for easier searching in the future.
- 8. Create a Question Code that will help you find the question in future searches (10-character limit)

Understanding Question Types

- 9. Select the **Question Type** from the Question Type dropdown. More information about the available question types is below.
 - A single choice question must be used if the applicant can select <u>only one (1) answer</u> to a question.
 Examples include Yes/No questions or training/experience questions where applicant may only select one response from two or more choices.
 - b. A multiple choice question allows the applicant to select <u>more than one (1) answer</u> from the list of answers provided. For example, "Select up to three areas you have experience with" would be set up as a multiple choice question. You should never use a multiple-choice question if the applicant should only be able to select one answer (ex. Yes/No question).

Multiple choice questions should only be used when applicants can select MORE THAN ONE answer!

- c. **Open Ended questions** allow the applicant to enter their response in a text box that can be routed to an evaluator for scoring (you will assign raters to the question on the job opening).
 - Can also be used to collect information from the applicant that is not used for scoring. You will also need to enter a Maximum Points Value for the question. This value can be updated on the Job Opening.
- d. Numeric questions are used to collect numerical information. If you need to collect a number for any reason (ex. GPA, years associated with something...) you can collect the number and set up an associated score. You do not have to associate a score if you just want to collect the information. You will also need to enter a Maximum Points Value for the question. This value can be updated on the Job Opening.

- e. **Date questions** are used to collect date information. If you want to capture the date associated with something (ex. license expiration date), you can collect the date and an associated score. You do not have to associate a score with it if you only want to collect the information. You will also need to enter a Maximum Points Value for the question. This value can be updated on the Job Opening.
- 10. Status will default to Active. Leave as Active.
- 11. Enter values in both the **Description** (30-character limit) and **Short Description** (10-character limit) that will help you identify the question in future searches.
 - a. It is recommended that you use the same value for the Question Code and Short Description
- 12. Enter the text of question in the **Long Description** box. This is the question that will appear to the applicants during the application process.
 - a. This can be quite long. If the question is larger than the box, click on the arrow in the bottom-right corner to expand the text box.

		New Window Help
Question Definition		
Question II		
Business Unit	41000 Q Corrections	Clone Question
Job Code	Q	
*Question Code	PSYCHLIC *Question Type Single Choice V	
*Status	Active Status Date 04/04/2021	
*Description	Psych License	
Short Desc	PSYCHLIC	
*Long Description	I have a current Psychology license granted by the Department of Sa and Professional Services, Wisconsin Psychology Board.	afety

Adding Answers to Questions

13. If you are creating a single choice or multiple choice question, populate the answers associated with the question.

a. Click on the magnifying glass next to the Answer ID (or enter the Answer ID if you know it) and select the answer.

			Loc	ok Up Answer ID
Question Definition		Answer	ID = •	H
Question ID		Answer Co	de begins with	•
Business Unit	41000 Q Correc	Descripti	on begins with	✓
Job Code	Q			
*Question Code	PSYCHLIC	Search	Clear	Cancel Basic Lookup
*Status	Active ~	Search Resi	ults	
*Description	Psych License	View 100		I ▲ 1-60 of 60 ∨ ▶ ▶
Short Desc	PSYCHLIC	AnswerID	Answer Code	Description
*Long Description	I have a current Psych and Professional Serv	1001	YES	Yes
		1002	NO	No
Answers		1003	FULLTIME	Full-Time
T R Q		1004	PARTTIME	Part-Time
*Answer ID Long De	scription	1005	1STSHIFT	1st Shift
Answer ID Long De	scription	1006	2NDSHIFT	2nd Shift
Q		1007	3RDSHIFT	3rd Shift
		1008	SEASONAL	Seasonal

b. This will populate the Answer ID and Long Description (the answer). Click the + to add additional answers. Reminder – you must have at least 2 answers.

Answers						
₽ Q				1-1 o	f1 🗸	
*Answer ID	Long Description	Correct Answer	Default Points	Answer Order		
1001 Q	Yes		0		+	-

c. Continue to add answers until you have entered them all.

Answers			•	 I-2 of 2 ∨
*Answer ID	Long Description	Correct Answer	Default Points	Answer Order
1001 Q	Yes		0	+ -
1002 Q	No		0	+ -

d. Assign Default Points to each answer. When this question is attached to a screening within the recruitment, the recruiter will be able to update the Default Points associated with the response if needed.

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e. Enter the order in which you want to answers to Appear in the Answer Order column.

*Answer ID	Long Description	Correct Answer	Default Points	Answer Order	,
1001 Q	Yes		1	1	+ -
1002 Q	No		0	2	+ -

f. For **single choice questions**, check the box next to the most correct answer. You must select at least 1 correct answer.

	Question De	efinitior	n							
		Qu	uestion ID			If an agency cre	eates a quest	ion,		
		Busir	ness Unit	43700 Q	Children and Families	BU must	be entered		Clone	e Question
		J	Job Code	۹	Job Code Optiona	I				
G	uestion Code,	tion Code, ption, Short are used to *Status Active *Question Type Single Choice Status Date 03/17/2021		hoice 🗸						
De De	escription, Short esc are used to			Active	✓ Status	Date 03/17/202	21			
h c	nelp identify the question when searching Short Desc		scription	2 Yrs Driving	Experience					
			nort Desc	2YRDRIV	2YRDRIV					
	*Long Description			Do you have a	Do you have a minimum of two years licensed driving experience?					
					Question that displa	ays to applicant		11		
	Answers You must select at least 1 correct answer - select the most correct.						1-2 of			
	*Answer ID		Long Description			Correct Answer	Default Points		Answer Order	answers display on the page
	1011	Q	Yes	nswers that ap	pear to applicant	<			1	+ -
	1012	Q	No				(2	+ -
	Points assigned to the answer - can be updated on the job opening							an be upda	ated on th	e job opening

- g. For a **multiple choice question**, the number of boxes you check under Correct Answer will be the number of answers an applicant can select for a question.
 - If you want the applicant to be able to select more than 1 response, you will select the number of boxes under Correct Answer that correspond to the number of answers that applicants can select. For example, the question "Select up to three areas you have experience with" should have three Correct Answer boxes checked.

wise	c. jo bs
Screening (Questions

	110 1118	3					
Business U	nit 14500 C	Commissioner of Insuran	ice		Clone Question		
Job Co	de	Q					
*Question Co	de STRM3	*Question Type	Multiple Choice	~			
*Stat	tus Active	✓ Status Date	03/17/2021		Can select u		
*Descripti	ion Top 3 strea	iming serv			answers		
Short De	sc STRM3						
*Long Description	*Long Description Indicate your top 3 streaming services						
Inswers							
₽ Q					 ▲ 1-6 of 	f6 🗸 🕨 🕨	
T C C C C C C C C C C C C C C C C C C C	ong Description	n	Correct Answer	Default Points	Answer Order	f 6 🗸 🕨 🕨	
Imp Q *Answer ID L 1062 Q	ong Description	n	Correct Answer	Default Points 2	Answer Order 5	f 6 V))	
Image: Constraint of the second sec	ong Description letflix lulu	n	Correct Answer	Default Points 2 1	Answer Order 5	f6 ✓	
Image: Constraint of the second sec	ong Description letflix lulu unazon Prime	n	Correct Answer	Default Points 2 1 2	Answer Order 5 4		
Imp Q *Answer ID L 1062 Q N N 1063 Q 1064 Q 1065 Q	letflix letflix lulu mazon Prime IBOMax	n	Correct Answer 2 2 2 2 4 2 2 4 2 2 4 2 2 4 2 4 2 4 2	Default Points 2 1 2 1	Answer Order 5 4 1 3		
Imp Q *Answer ID L 1062 Q 1063 Q 1064 Q 1065 Q 1066 Q	ong Description letflix lulu mazon Prime IBOMax Jisney+	n	Correct Answer C C C C C C C C C C C C C C C C C C C	Pefault Points 2 1 2 1 2 1 2 1 2	Answer Order 5 4 1 3 2		

14. If you are creating an **open-ended question**, enter the maximum points for the question (if applicable). Then click **Save** when complete.

Question ID 1119 Business Unit 24500 Q Job Code Q *Question Code HISST *Question Type *Question Code HISST *Question Type *Status Active Status Date 03/17/2021 *Description Historic Sites Short Desc HISST *Long Description Please describe your experience managing living history sites or museums.	Question Definition	
Business Unit 24500 Q Historical Society Clone Question Job Code Q *Question Code HISST *Question Type Open Ended * *Status Active Status Date 03/17/2021 *Description Historic Sites Short Desc HISST *Long Description Please describe your experience managing living history sites or museums.	Question ID	1119
Job Code Q *Question Code HISST *Status Active Status Date 03/17/2021 *Description Historic Sites Short Desc HISST *Long Description Please describe your experience managing living history sites or museums.	Business Unit	24500 Q Historical Society Clone Question
*Question Code HISST *Question Type Open Ended *Status Active Status Date 03/17/2021 *Description Historic Sites Short Desc HISST *Long Description Please describe your experience managing living history sites or museums.	Job Code	Q
*Status Active ✓ Status Date 03/17/2021 *Description Historic Sites Short Desc HISST *Long Description Please describe your experience managing living history sites or museums.	*Question Code	HISST *Question Type Open Ended V
*Description Historic Sites Short Desc HISST *Long Description Please describe your experience managing living history sites or museums.	*Status	Active V Status Date 03/17/2021
Short Desc HISST *Long Description Please describe your experience managing living history sites or museums.	*Description	Historic Sites
*Long Description Please describe your experience managing living history sites or museums.	Short Desc	HISST
	*Long Description	Please describe your experience managing living history sites or museums.
Maximum Points 9	Maximum Points	9

15. If you are creating a **Numeric question**, you must enter the condition that the applicant must meet as the answer.

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Screening Questions

Question Definition		
Question ID	1116	
Business Unit	25500 Q Public Instruction Clone Question	-
Job Code	Q	
*Question Code	YRDRIV *Question Type Numeric V	
*Status	Active V Status Date 03/17/2021	
*Description	Years Licensed Driver	
Short Desc	YRDRIV	
*Long Description	Please indicate the number of years that you have been a licensed driver.	
Points	1	
Where Clause		
l 町 Q	◀ ◀ 1-1 of 1 ✔ ▶ ▶	
Condition Field Nan	e Operator Numeric Value	
WHERE V NUMERIC	≥ VALUE >= 2.00 + -	

16. If you are creating a **Date question**, you must enter the condition that the applicant must meet as the answer.

Question Definition	
Question ID 1112	
Business Unit 50500 Q Administration	Clone Quest
Job Code Q	
*Question Code DATE1 *Ques	stion Type Date 🗸
*Status Active V St	atus Date 03/17/2021
*Description DATE1	
Short Desc DATE1	
*Long Description When is you current CNA lice	nse set to expire?
Points 1	
Where Clause	
[] 国 [Q]	◀ ◀ 1-1 of 1 ✔ ▶ ▶
Condition Field Name Operator	*Date Value
WHERE VALUE >=	 ✓ 03/17/2022 ★

17. Once you enter the question and click **Save**, a Question ID will populate at the top of the page.



Question Defin	nition			
	Question ID	2024		
	Business Unit	43700	Q	Children and Families
	Joh Code		0	

- 18. If you want to add a new question, click **Add** on the bottom of the page.
- 19. If you are done adding questions and want to go back to the main page, click **Update/Display** at the bottom of the page.
- 20. Once you define all of your questions, you have 2 choices:
 - a. You can create a Question Set to link all your questions together; or
 - b. Add individual questions to the Job Opening.

Note: If you create a question and add it to a Job Opening and then you notice something is wrong with the Question, you can still correct the question while the Job Opening is in Draft status. Once the Job Opening is in Open Status, create a ticket if you need a correction.

How to Request the Creation of Questions

Do you have a large number of questions to create and/or would like Central DPM to create your questions?

If yes, please complete the Question Definition Collection Document and attach it to a JIRA ticket. Please make sure it's assigned to category HCM – Recruiting.

Cloning a Question

If you want to make update to a question that has already been used, you can clone it to make updates and then save it as a new question. As a reminder, you can NOT make updates to a question that has been used in a Job Opening.

1. Navigate to the question you want to clone and click the **Clone Question** button.

				New Wir
Question Definition				
Question ID	1058			
Business Unit	25500 Public Instr	ruction		Clone Question
Job Code				
Question Code	HROIQEOT2 Qu	uestion 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 Educa HCM - TAM	ation or Training	you have working with I	PeopleSoft

- a. A message will appear letting you know a new question was created.
- b. Take note of the Question ID listed in the message so you can find it easily later.

Act		
HR	Question 1120 was created from this question (0,0)	
HR		
lenti CM	ОК	h P

- 2. Click OK. A new question was created.
- 3. Click **Return to Search** on the bottom of the page to get to the search menu.
- 4. Enter the new Question ID as a search parameter and click Search.

Question Definition	
Enter any information you have	and click Search. Leave fields blank for a
Find an Existing Value	<u>A</u> dd a New Value
▼ Search Criteria	
Question ID $=$ \checkmark	1120
Question Code begins with	♥

5. The cloned question will now be available for you to update. All fields can be updated at this point.

Question Definition		
Question I	D 1120	
Business Unit	t 25500 Q Public Instruction Clone Question	
Job Code	a Q	
*Question Code	■ HROIQEOT2 *Question Type Single Choice V	
*Status	s Active V Status Date 03/17/2021	
*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	
Answers	I ≤ 1-4 of 4 ∨ ▶ ▶	
*Answer ID Lon	ng Description Correct Answer Points Order	
1029 Q I do prof	on ot have education/training or fessional work experience 0 1 + -	

Question Sets

If you think you may use the same set of questions again or have a lot of questions that will be included in the Job Opening, it is recommended that you create a Question Set. This will provide efficiency when attaching to a job opening. You can add as many questions as you want to a Question Set. This allows you to load questions more quickly to the job opening. Instead of adding questions one by one, you can add a question set which will populate all the questions within the question set into the Job Opening.

Creating a Question Set

- 1. Go to the Question Set Definition Page
 - a. **Navigation:** Recruiting Homepage Recruiting Activities Tile Recruitment Configuration Question Set Definition
- 2. There are several ways to search for available questions.
 - a. Click on **Search** to see Question Sets that have already been created to see if you can use an existing question.

 Q Search 	~ ~	Question Set Definition Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value
Question Definition		▼ Search Criteria
Answer Definition		Question Set ID =
Question Set Definition		Question Set Code begins with 👻
J		Description begins with 👻
		Business Unit begins with 🗸 🔍 Q
		Job Code begins with 🗸 🔍
		Limit the number of results to (up to 300): 300
		Search Clear Basic Search 🖉 Save Search Criteria

- b. Use BU or other search criteria to narrow the search results
- c. Run the WI_HRS_QUESTION_SET_QUES_ANS query and enter applicable criteria to download available Question Sets.
 - i. All the prompts are optional.
 - ii. The Question Set Description, Question Description, and Answer Description prompts need to use wildcards (%) before and after the value(s) you are searching for.
 - iii. The Question Description and Answer Description prompts bring back all Questions and Answers associated with a Question Set ID that contains that Question Description or Answer Description.

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Screening Questions

iv. These prompts search the following fields: Description, Short Description, and Long Description that are visible on the Question and Answer pages.

Opt: Question Set ID	0 🔍	
Opt: Question Set Code (%)		
Opt: Ques Set Descr(%Example%)		
Opt: Question ID	0 🔍	
Opt: Question Code (%)		
Opt: Question Type	~	
Opt: Ques Descr (%Example%)		
Opt: Answer ID	0 🔍	
Opt: Answer Code (%)		
Opt: Ans Descr (%Example%)		
Opt: Business Unit (%)	Q	
Opt: Job Code (%)	Q	

3. Click on the Question Set ID to see all the questions included in the Question Set.

Question Set ID	Question Set Code	Description	Business Unit	Job Code
1001	TESTSET	Register Cert Test Set	(blank)	(blank)
1002	DRYWALL	Drywall Experience	(blank)	(blank)
1003	DMV CSR	DMV CSR	39500	75401
1004	DRYWLCLONE	Drywall Experience	29200	(blank)

	Question Set ID	1002		Clone Question Set					
*Que	stion Set Code	DRYWALL			_				
	*Statue	Active 🗸	Active V Status Date 02/07/2021						
	Business Unit	Q							
	Job Code								
	JOD CODE	<u> </u>							
	*Description	Drywall Experience	Cor	npetency	q				
Sho	ort Description	DRYWALL	DRYWALL Set of drywall and plaster experience questions						
	Explanation	Set of drywall and plaster experience							
				1					
				li					
				12					
uestions					4 of 4 🗸				
uestions IIII Q				4 4 1-	4 of 4 🗸 🕨				
uestions Question ID	Long Descrip	tion	Order Number	Action	4 of 4 🗸 🕨				
uestions Question ID 1031 Q	Long Descrip Are you at lea	ntion st 18 years old?	Order Number	Action View Answers	4 of 4 🗸 🕨				
Luestions Participation ID 1031 Q 1039 Q	Long Descrip Are you at lea What experier drywall or plas	tion st 18 years old? nce do you have repairing ster?	Order Number	Action View Answers View Answers	4 of 4 V				
uestions Question ID 1031 Q 1039 Q 1040 Q	Long Descrip Are you at lea What experier drywall or plas How often do or plaster?	otion st 18 years old? nce do you have repairing ster? you install an/or repair drywall	Order Number	Action View Answers View Answers View Answers	4 of 4 v >				

4. Click on View Answers to see the Answers associated with the questions. Click OK to return to the Question Set.

uestion Set								
	Question Set ID	1002						
*Qu	estion Set Code	HVAC						
	*Status	Active 🗸	Active V Status Date 10/20/2020					
	Business Unit	41000 Q Correcti	ons					
	Job Code	77262 Q HVAC	REFRIG SPEC-A	DV				
	*Description	HVAC Questions			Competency	Q		
s	hort Description	HVAC						
	Explanation	Collect info on drivers I	icense, eligibility f	for state cars and E	PA Tech Cert	2		
estions					14 4	13013 x		
uestion ID	Long Description	on		Order Number	Action			
2002 Q	Do vou have a v	alid State of Wisconsin [)river's License?	1	View Answers	+ -		
			orale of this column since a License t					
2003 Q	Are you eligible	to drive State of Wiscons	in vehicles?	2	View Answers	+ -		
2004 Q	Do you currently Certification or v months?	have an EPA Universal vill you obtain one within	Technician the next 12	3	View Answers	+ -		
uestion A	Question Business U Job Co Descripti	ID 2002 nit de on Have WI Driver on Do you have a	's License valid State of \	Visconsin Drive	r's License?			
≣, Q						e of 2 🗸 🕨 🕨		
Answer ID	Descrip	tion	Corre	ct Answer	Default Point	s		
	1001 Yes				1			
	1002 No.				0			
	1002 100							

5. If you need to create a question set, click **Add a New Value** on the Question Set Definition Page.

Question Set Definitior	1
Enter any information you have a	and click Search. Leave fields blank for a list of all values.
Find an Existing Value	Add a New Value
▼ Search Criteria	
Question Set ID =	▼
Question Set Code begins w	ith 🗸
Description begins w	ith 🗸
Business Unit begins w	rith 🗸 🔍 Q,
Job Code begins w	rith 🗸 🔍 Q,
Limit the number of results to (up	o to 300): 300

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Screening Questions

6. You will be brought to this page. DO NOT enter a value in the Question Set ID box – the system will auto-number the Questions Sets. Click **Add**.

Question Set Definitio	n	
Eind an Existing Value	Add a New Value	
Question Set ID	0	
Add		

7. Now you will start building your Question Set.

Question Set			
	Question Set ID		
*Q	uestion Set Code		
	*Status	Active 🗸	Status Date 11/02/2020
	Business Unit	Q	
	Job Code	Q	
	*Description		Competency 🚫 Q
:	Short Description		•
	Explanation		지
			//
uestions			
¤, Q			1-1 of 1 🗸
Question ID	Long Descripti	ion	Order Number Action

- 8. Enter the following values:
 - a. Question Set Code enter a code that will help you identify the Question Set (10-character limit).
 - b. Status defaults to Active. Leave the Status as Active.
 - c. Enter your Business Unit. Agencies will be able to see Question Sets for other agencies.
 - i. If the Question Set is created centrally, Business Unit is not a required field.
 - d. Job Code is optional enter a value if the Question Set is associated with only one job code.
 - e. Description enter a description that will help you identify the question set in a lookup table (30character limit).
 - f. Ignore Competency we are not tracking this information at this time.
 - g. Short Description add the same value you used for Question Set Code (10-character limit).

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- h. Enter an explanation that helps you identify the Question Set.
- 9. Once the above information is entered, start adding your questions.
 - a. Click on the Magnifying Glass Next to Question ID and select the first question.

			Question ID	Question Code	Status	Description	Business Unit	Job Code
			2001	LAWWI	Active	Law License in WI	47500	(blank)
			2002	DRIVLIC	Active	Have WI Driver's License	(blank)	(blank)
uestions			2003	STATECAR	Active	StateCar	41000	77262
III Q			2004	EPACERT	Active	EPA Cert	41000	77262
*Question ID	Long Description	Order Numb	2005	DRYWALL1	Active	Drywall Install1	41000	76125
0	1		2006	DRYWALL2	Active	Dry Wall Tasks Performed	41000	76125
4			2007	DRYWALL3	Active	Repaired Dry Wall Training	41000	76125

b. The text of the question will populate, and you can also click **View Answers** to review the available answers. Click the "+" sign to add more questions.

Questions			
₽F Q			
*Question ID	Long Description	Order Number	Action
2002 Q	Do you have a valid State of Wisconsin Driver's License?		View Answers + -
Save Notif	У		Add Update/Display

10. Once you have entered all the questions, enter the order you want the questions to appear in Order Number. Confirm everything is correct and click **Save.**

estion Set Code	CHLCARCOU	IN				
*Status	Active	•		Status Date 11/0	02/2020	
Business Unit	25500 Q	Public Instruction				
Job Code	Q					
*Description	Child Care Co	unselor 1	0	Competency	Q	
hort Description	ChlCarCoun					
Explanation	Child Care Co	unselor 1 assessment			2	
				1		
				14 4	1-3 of 3 🗸	•
Long Descriptic	on		Order Number	Action	1-3 of 3 🗸	•
Long Descriptic	on alid State of Wis	sconsin Driver's License?	Order Number	Action View Answers	1-3 of 3 🗸	•
Long Description	alid State of Wis 18 years old?	sconsin Driver's License?	Order Number	Action View Answers View Answers	1-3 of 3 v	
Long Description	on alid State of Wis 18 years old? your experience	sconsin Driver's License? e working in a	Order Number	Action View Answers	1-3 of 3 v	
	"Status Business Unit Job Code "Description hort Description Explanation	*Status Active Business Unit 25500 Q Job Code Q *Description Child Care Co hort Description Child Care Co Explanation Child Care Co	*Status Active Business Unit 25500 Public Instruction Job Code "Description Child Care Counselor 1 hort Description Child Care Counselor 1 Explanation Child Care Counselor 1 assessment	*Status Active Business Unit 25500 Public Instruction Job Code "Description Child Care Counselor 1 Child Care Counselor 1 Explanation Child Care Counselor 1 assessment	*Status Active Status Date 11/4 Business Unit 25500 Q Public Instruction Job Code Q "Description Child Care Counselor 1 Competency hort Description Child Care Counselor 1 assessment	*Status Active Status Date 11/02/2020 Business Unit 25500 Public Instruction Job Code "Description Child Care Counselor 1 Competency Anort Description Child Care Counselor 1 assessment Explanation Child Care Counselor 1 assessment

- 11. Click **Update/Display** at the bottom of the page to return to the Question Set Definition Search Page.
 - a. You can update the Questions within a Question Set at any time.

b. If you see a Question Set that want to use (with a few modifications), but you were not the one who created it, you should clone the question set to make your updates.

Cloning Question Sets

1. Click Clone Question Set.

Question Set Definition			Ne
Question Set ID) 1011	Clone Question Set	
*Question Set Code	DSPBKGND		
*Status	Active V	Status Date 03/16/2021	
Business Unit	39500 Q Transportation		
Job Code			

2. The following will display. Unlike when you clone a Question, if you click Yes here, you will automatically be taken to the new Question Set.

A - 41 a		1
Question Set 1012 was created from	this question set. Click Ves to	adit/view the new question set (0.0)
Question Set 1012 was created non	Tuns question set. Click Tes to	editiview the new question set. (0,0)
	Yes No	
Decemption		competency

3. The new Question Set is now available for update.

Question	i Set			
	Question Set ID	1012	Clone Que	estion Set
	*Question Set Code	DSPBKGND		
	*Status	Active ~	Status Date	03/16/2021
	Business Unit	39500 Q Transportation		
	Job Code	65980 Q STATE PATROL INSPECTOR		
	*Description	DSP Recruit Class Background C	Competency	۹
	Short Description	DSPBKGND		
	Explanation	Information collected to conduct driver and crimina checks for State Patrol Recruit Class.	al history background	(F)