

# Supplemental Questionnaires

## Supplemental Questionnaires

The objective of this guide is to create and use supplemental questionnaires on job applications.

### Security Role

- Recruiter

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## Request Questionnaire Creation

NOTE: The initial question creation request is submitted outside of Workday.

1. Send email to [AS.LINKHelp@nebraska.gov](mailto:AS.LINKHelp@nebraska.gov) with the following information:
  - a. Subject: Workday Recruiting: Supplemental Questionnaire Request
  - b. Body:
    - i. Questionnaire name (must include agency name/acronym to start).
    - ii. Position/classification to be posted.
    - iii. New questions to be created.
    - iv. List of questions to be included in questionnaire.

## Attach Supplemental Questionnaire to Requisition

1. In Job portion of the requisition, select the desired questionnaire in both the **Internal Career Site- Secondary** and **External Career Site – Secondary** fields under the Questionnaires section.

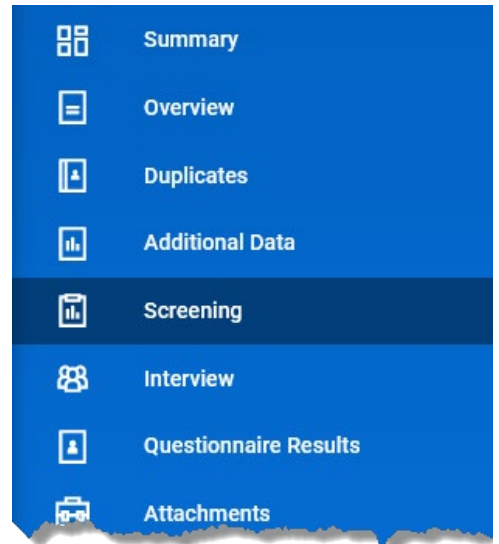
The screenshot shows a 'Questionnaires' section with four selection fields. The first field, 'Internal Career Site - Primary', contains a search bar and a selected item 'Internal Posting Questionnaire V1'. The second field, 'Internal Career Site - Secondary', is empty and highlighted with a red box. The third field, 'External Career Site - Primary', contains a selected item 'External Posting V2'. The fourth field, 'External Career Site - Secondary', is empty and highlighted with a red box.

2. Continue job requisition process. NOTE: See **Create Requisition Guide** for complete process.

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## View Questionnaire Results

3. Select a **Candidate**.
4. In the blue section of the candidate profile, select **Screening** to review individual responses to supplemental questions.
5. In the blue section of the candidate profile, select **Questionnaire Results** to see candidate scores.
  - a. In **Candidate Questionnaire Score** tab, find the desired requisition in list. Scroll to the right and review Questionnaire Scores under Questionnaire scores.
6. In the blue section of the candidate profile, select **Additional Data** to see veterans' preference. If blank, no veterans' preference has been requested/verified.



## Overall Questionnaire Results

7. Type **Candidate Questionnaire Score (SoN)** into search bar and select that report.
8. Complete applicable fields, such as **Job Requisition**.

A search filter form titled "Candidate Questionnaire Score (SoN)". It contains several input fields: "Job Requisition" (text field with dropdown arrow), "Candidate Name" (text field with dropdown arrow), "Veteran Preference Updated On or After" (date and time pickers), "Veteran Preference Updated On or Before" (date and time pickers), and three checkboxes: "Only Applications Claiming Veteran Preference", "Exclude Applications Claiming Veteran Preference", and "Veteran Preference Level is Empty". At the bottom, there is a "Filter Name" text field, a "Manage Filters" link, a "Save" button, and "0 Saved Filters" text. At the very bottom are "OK" and "Cancel" buttons.

9. Click **OK**.
10. Review results in Workday, or export to Excel by clicking the Excel icon in right-hand corner above the report results.



Candidates' scores appear in **Candidate Score** column. NOTE: Verified veterans' preference is calculated as part of candidates' scores.