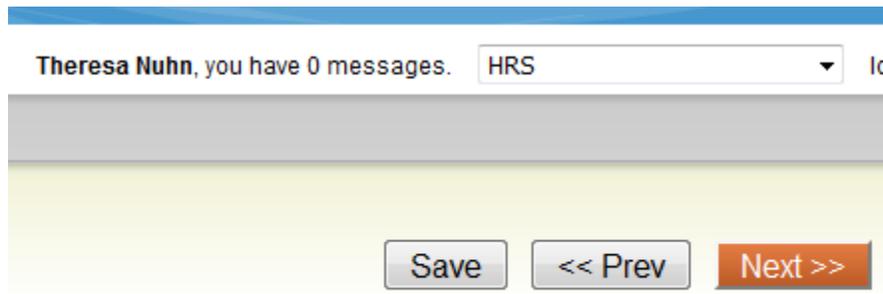


Adding Required Supplemental Question

To add the required supplemental question “How did you hear about this employment opportunity?” in the Supplemental Questions Page select the orange “Add a Question” button:

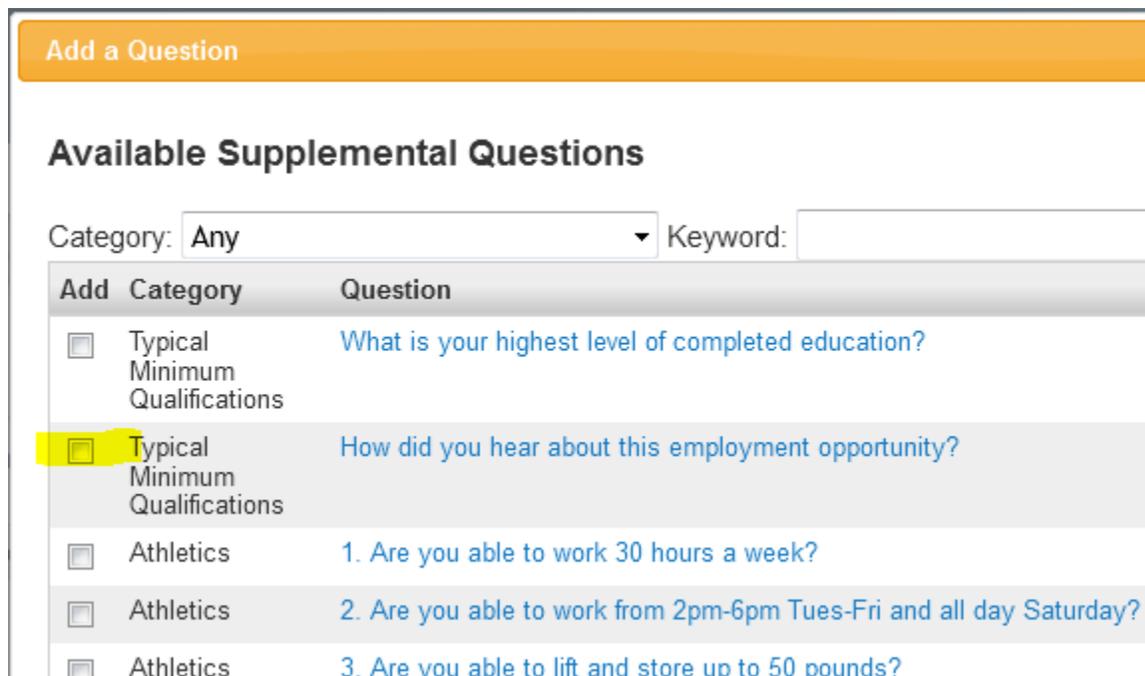


Theresa Nuhn, you have 0 messages. HRS lo

Save << Prev Next >>

Add a question

The button takes you to a list of already available supplemental questions. If the question about employment opportunity has not yet been added, it will be towards the top of the available list under “Typical Minimum Qualifications.” Select the box to the left of the question:



Add a Question

Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
<input type="checkbox"/>	Typical Minimum Qualifications	What is your highest level of completed education?
<input type="checkbox"/>	Typical Minimum Qualifications	How did you hear about this employment opportunity?
<input type="checkbox"/>	Athletics	1. Are you able to work 30 hours a week?
<input type="checkbox"/>	Athletics	2. Are you able to work from 2pm-6pm Tues-Fri and all day Saturday?
<input type="checkbox"/>	Athletics	3. Are you able to lift and store up to 50 pounds?

Then select "Submit" at the bottom of the page:

Can't find the one you want? [Add a new one](#)

Submit

Cancel

Select the box under the required column:

Supplemental Questions

Included Supplemental Questions

Position	Required	Category	Question
1	<input checked="" type="checkbox"/>	Typical Minimum Qualifications	How did you hear about this employment opportunity?

Then click save or next to save the changes:

Save

<< Prev

Next >>

For questions or further information please contact HR-peopleadminhelp@uidaho.edu