

WORKING WITH SCREENING QUESTIONS

What's New in 11.2

The following features are available in the 11.2 release of the iCIMS Talent Platform.

Screening Questions Library	Allows you to create a repository of screening questions that can be used for any new jobs that you create. You can now save commonly used questions for future use and make them accessible to all of your users.
Question Searching & Grouping	Easily search through the responses to the questions you ask candidates. Manage the responses by using new Grouping and Sorting features to easily locate the right candidate.
Question/Response Ranking	Allows you to add a quantitative value to the responses you receive from candidates. This way you rank your candidates based on their responses to their screening questions.
Person Screening Questions	Pertain to all candidates and are not specific to a Job. Applicants answer these questions early in the Job Application process. Person Screening Questions were formerly referred to as Global Screening Questions.

So many Screening Questions! Which should I use?

Screening Questions will always appear in the Portal that you assign them to. When applicable, candidates will answer **Person Screening Questions** early in the application process, when first building a profile.

- Access Person Screening Question through the **Tools** menu. Although Person Screening Questions are different from question in the **Screening Questions Library**, they share the same steps. Use the directions in this QRG for both.
- Person Screening Questions are **not** about the job that the candidate is applying for. Rather they are **general** questions about the candidate. Depending on your settings, Person Screening Questions can be asked each time a candidate updates their profile or just upon initial application.



Example: If a candidate was under 18 when she first applied for a job and since then celebrated a birthday, she can update her response to change her status to Over 18.

- **Job-Related Screening Questions** apply to the actual position that the candidate is applying for. Add them to the job via the **Screening** tab when you are creating or modifying the job. Create a new question or use an existing one from the **Screening Questions Library**.

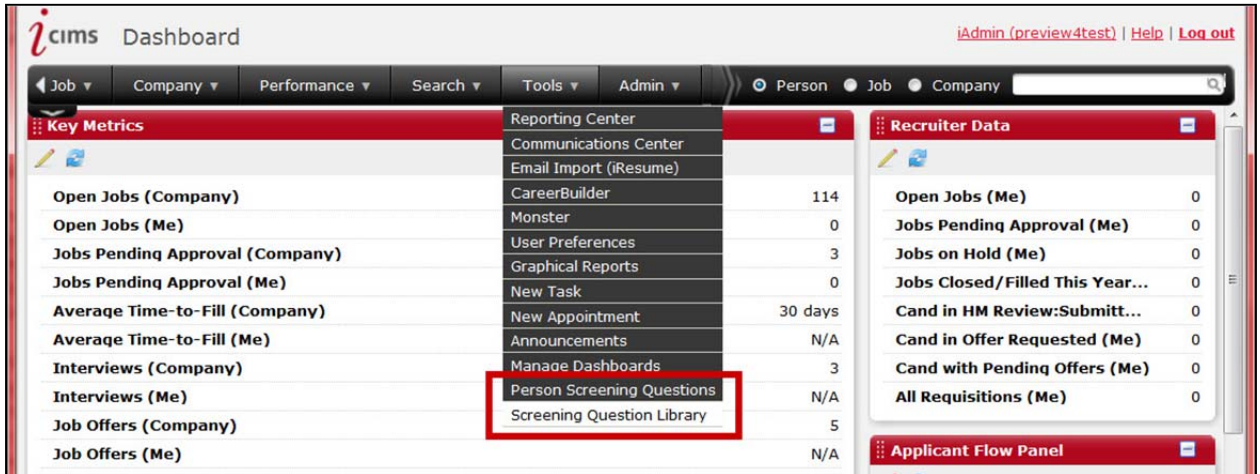


Screening Questions that you create from within a job are not automatically saved in the **Screening Questions Library**. You must create the question within the Library.

Adding a Question to the Screening Questions Library

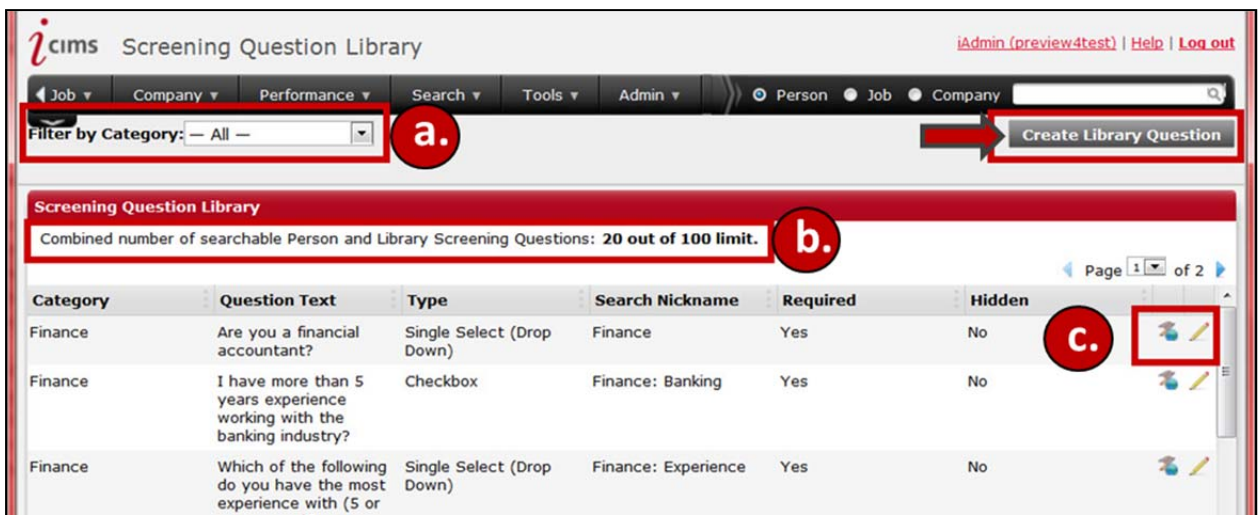
1

Select **Screening Question Library** from the **Tools** menu. Note that **Person Screening Questions** are also accessible through the **Tools** menu.



2

Click the **Create Library Question** button. (See below for additional descriptions.)

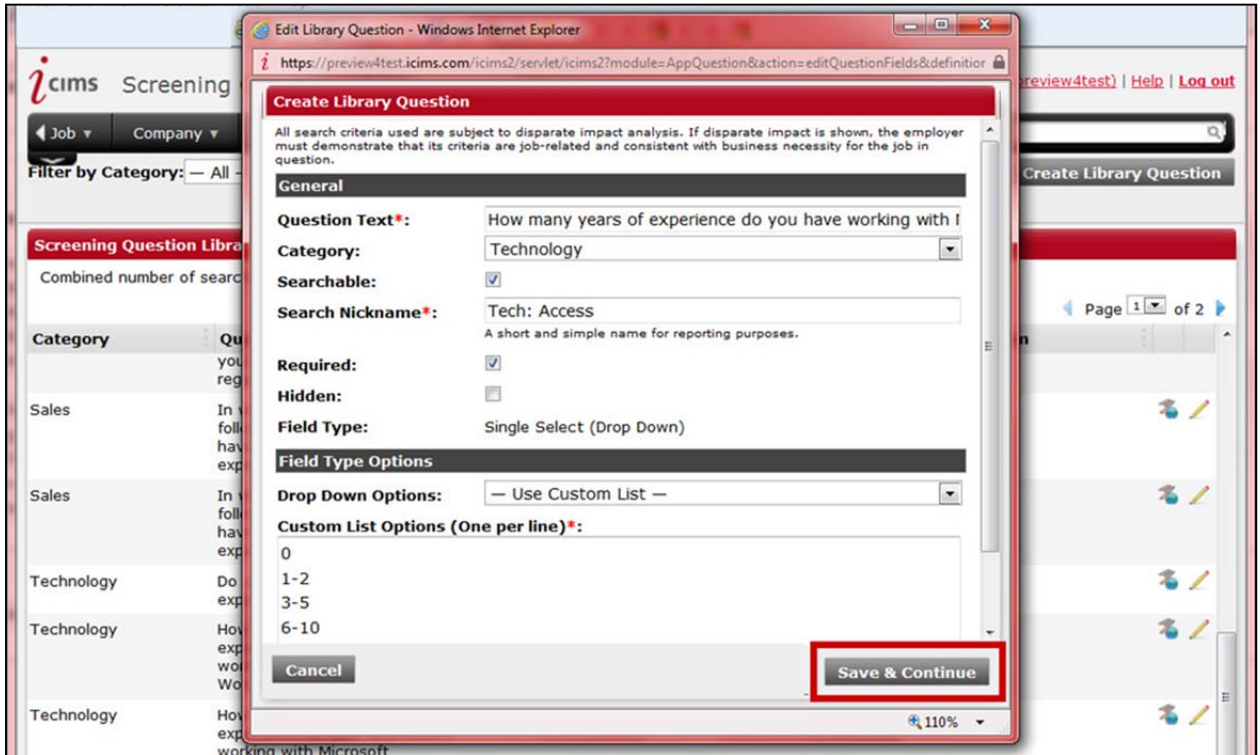


a. Category: Organize your questions by assigning a **Category** to them. The **Filter by Category** drop-down allows you to shorten your list of questions for easier access.


b. 100 Limit: Person and Library Screening Questions can be set to searchable, but are limited to a combined total of 100. This is to make searching and managing the libraries easier.

c. The flag icon will allow you to edit DNQ status, Posting, and Ranking. The pencil icon will allow you to edit the **Category** of the question, the **Question Text**, **Type**, and whether the question is **Searchable**, **Required**, or **Hidden**. (These features are covered in the next step.)

3 Complete the applicable fields and click **Save & Continue**. (See below for field descriptions.)

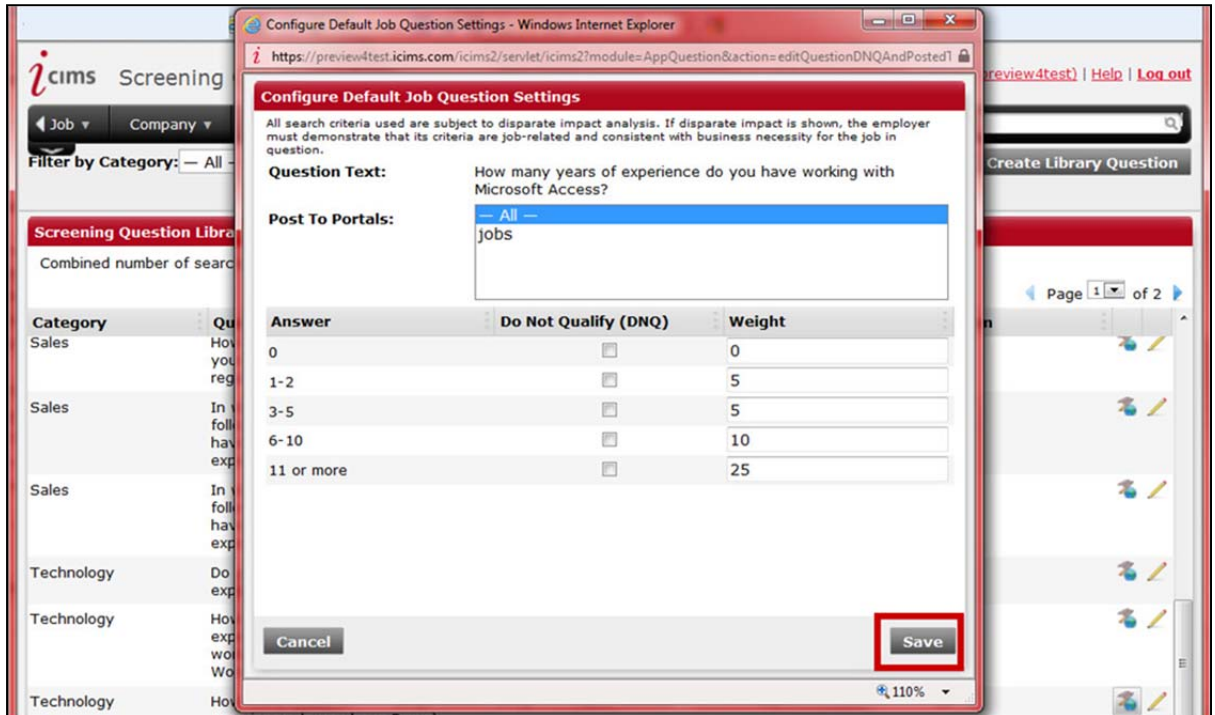


Library Question Fields

Question Text	Enter the question you want to ask the candidate.
Category	These are pre-set categories that allow you to better organize your question library. Contact the help desk to add, remove, and rename categories.
Searchable	Check to make this question available when filtering and/or adding as a column in the Applicant Flow .
Search Nickname	This is the short name for your question so that it is easier to identify when searching on it. Suggestion: To better organize your nicknames, come up with a naming convention for your organization.
	For example: The question above is nicknamed <i>Tech: Access</i> . We used the category name plus the main subject of the question in the nickname. A similar question that asks about experience with Excel could be named <i>Tech: Excel</i> . Using naming conventions is not necessary. It is simply a suggestion.
Required	Check if you want to require the candidate to answer the question. Leave it unchecked if the question is optional.
Hidden	Questions in your library cannot be deleted, but you can hide them. This will make your library more manageable.
Field Type	This is the answer section for your question. Choose the applicable type based on the type of question you create. If none of the options apply, create your own using the Custom List option.

4

Post to the portal, set weights for each answer, and determine which answer will disqualify the candidate (if any.) Click **Save**. (See below for field descriptions.)



Default Job Question Settings

Post to Portals Select the portal that you want this job posted on. Depending on how you use iCIMS, you may have more than on job portal.

Do Not Qualify (DNQ) This functionality allows you to set rules to screen out candidates that don't meet the desired criteria for the job. (This is optional.)



For example: The question above asks about Access experience. If you wanted to look only at the candidates who had experience using Access and set the others aside, you would check the DNQ box to the right of 0. This doesn't mean that the candidates with no experience will be deleted. They are routed accordingly based on how your Admin has set up DNQ rules.

Weight Not all answers are created equal! Weighting or ranking allows you to add a quantitative value to each answer so that the more desired answer will weigh more heavily than answers that qualify, but are less desirable. (This is optional.)



For example: A candidate who has 5 or fewer years Access experience is somewhat desirable, but only half as desirable as a candidate who has between 6 to 10 years of experience. Likewise, a candidate with over 11 years of experience may be over twice a desirable as the one with 6 years.

So, in the example above, we have ranked accordingly: 1 to 5 years = 5 points, 6 to 10 years = 10 points, and 11 or more years = 25 points.

When setting **Weights**, be mindful of the following:

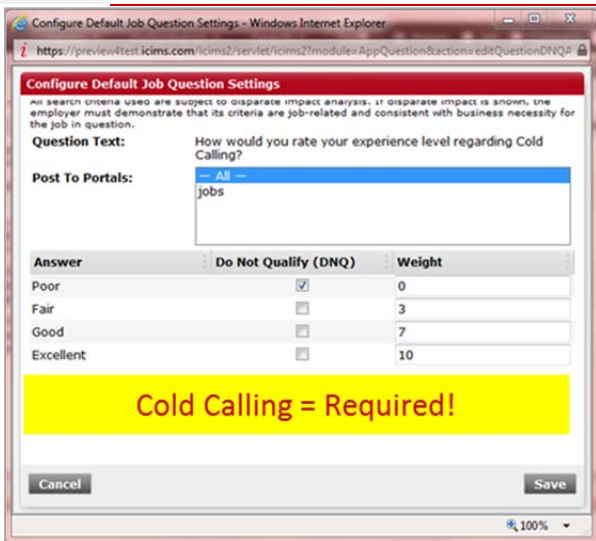
- It is best practice to set ranked questions to also be **Required**. Therefore, a candidate who accidentally skipped a question isn't penalized with a zero score.
- Come up a point system that makes sense and follows the same scale.** Before you begin adding weights to each of your questions, determine what it is that you are looking for in a candidate and how these questions will help you find the right person. (See the example below.)

Example:

You've decided that the new sales consultant should:

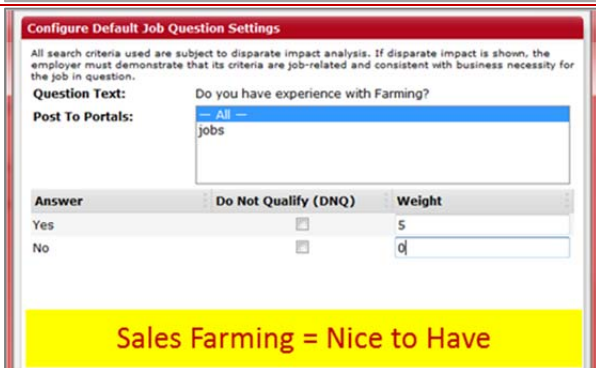
- ✓ **Definitely** have cold calling experience. If they have weak cold calling experience, they won't qualify at all.
- ✓ **Possibly** have **Sales Farming** experience. This is a "nice-to-have," but not a requirement.

Let's take a look at how you would weigh each question.



Cold Calling experience is most important to you, so you:


- Check DNQ for anyone with **Poor** experience—meaning that they will not be considered for the position.
- Rank **Good** and **Excellent** experience high—meaning that **Fair** experience is ok (3 points), **Good** experience is more than twice as good as **Fair** experience (7 point) and **Excellent** experience is worth over three times as much as **Fair** experience.

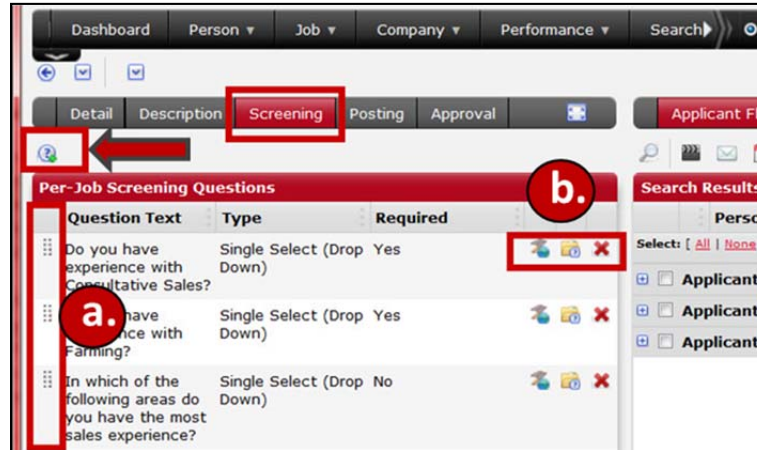


Sales Farming experience is somewhat important to you, so you:


- Leave DNQ unchecked for anyone who answers **No**—meaning that a lack of Sales Farming experience doesn't disqualify them.
- Rank **Yes** answers so that they are worth 5 points. **This is comparable to the scale you used to rank the answers in the Cold Calling question.**

Adding a Question from the Screening Questions Library to a Job

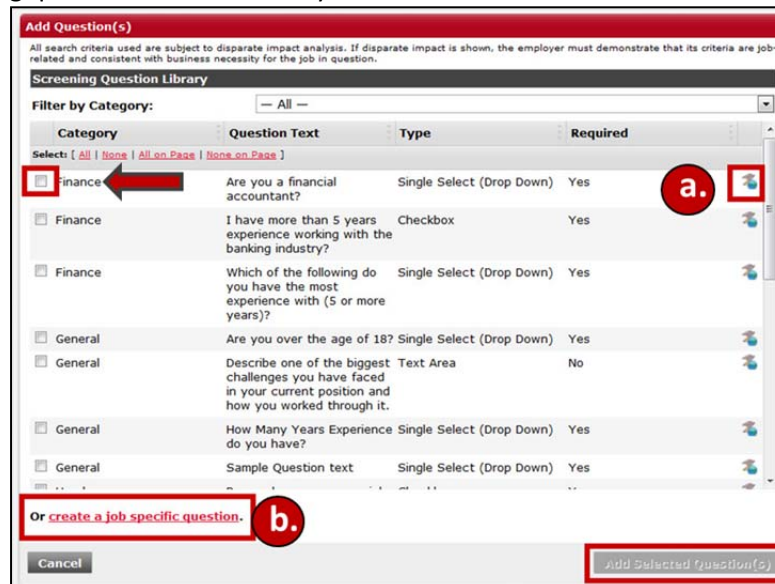
- 1 Select the **Add Questions** icon  from the **Screening** tab within the **Job Profile** to either add a question that applies only to this job or to select a question from the **Screening Questions Library**.



The example above shows what the job profile looks like when questions have been added to it.

- a. Use the grips  to drag and drop each question in the order you want them to appear in the portal.
- b. Use the icons in the last column to modify and/or delete each question. Modifications that you make here apply to only to this job and do not change the question in the **Screening Questions Library**.

- 2 Select the checkbox for the question(s) that you want to add and click the **Add Selected Question(s)** button to add an existing question from the library.






The example above shows what the job profile looks like when jobs have been added to it.


- a. Use the icons in the last column to modify the weights for each question. Modifications that you make here apply to only to this job and do not change the question in the **Screening Questions Library**.
- b. Select the **create a job specific question** link at the bottom of the page to add a question that applies only to this job and is not available to through the library.

Viewing Ranking Scores and Results of Screening Questions

You can view candidate responses to questions by going to the candidate's profile or through the **Applicant Flow** tab of each Job Profile.

- Use the  icon to view individual response.
- Add a new column to show each candidate's score (sum, average, max, etc.)
- Add a new column to show the results of any question posted to a job through the **Screening Questions Library**.

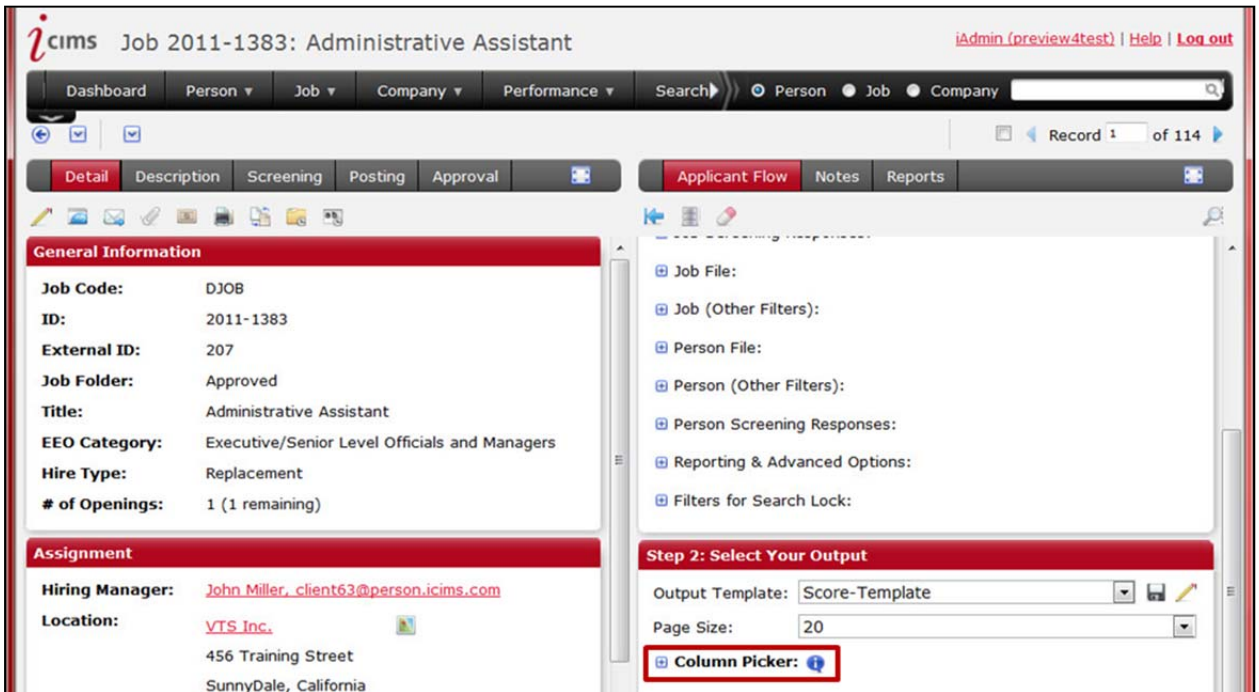
Adding the Question Score Column to Applicant Flow Results

- 1 Click the magnifying glass  icon from the **Applicant Flow** tab in the **Job Profile**.

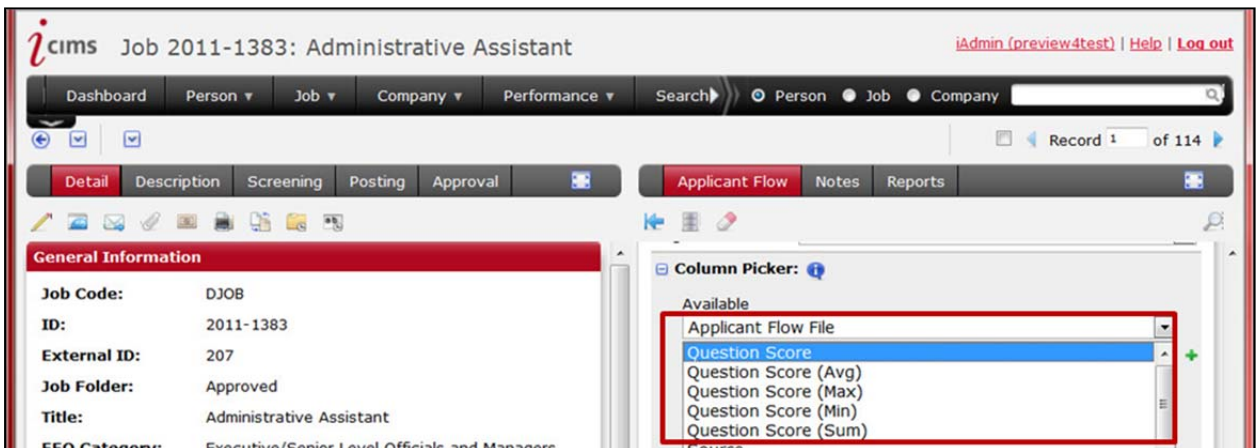
The screenshot displays the iCIMS Applicant Flow interface for Job 2011-1383: Administrative Assistant. The interface includes a navigation bar with tabs for Dashboard, Person, Job, Company, Performance, and Search. The Applicant Flow tab is active, showing a search results table with 3 found results. The table has columns for Person, Status, and a 'Questi...' column. A red box highlights the magnifying glass icon in the top toolbar and the 'Questi...' column header. A callout box points to the 'Questi...' column with the text: "Shows the total score for all the ranked questions for each applicant".

Person	Status	Questi...
Brendan Ayers	Applicant Flow Status: Reviewed (1)	20
Christopher Sie...	Applicant Flow Status: Recruiter (1)	0
Charles Spencer	Applicant Flow Status: Offer Accepted (1)	0

2 Expand the **Column Picker** section under **Step 2: Select Your Output**.

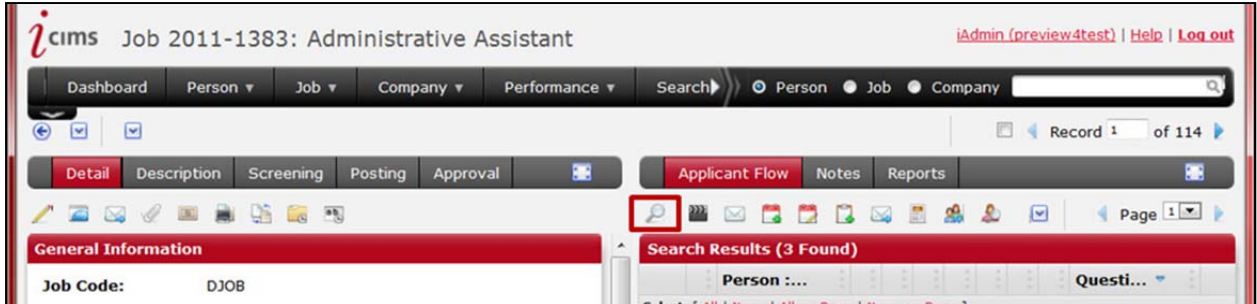


3 Select **Applicant Flow File** under **Available** and double-click **Question Score** to add it as a column.



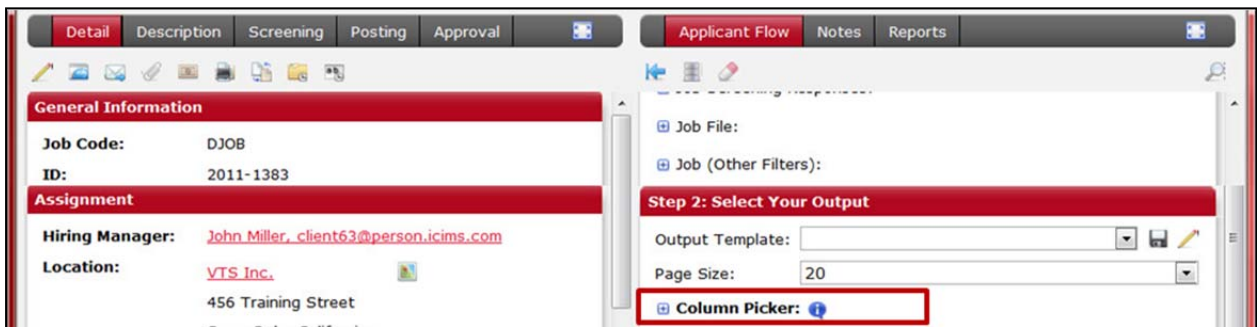
Adding Screening Question Column to Applicant Flow Results

1 Click the magnifying glass icon from the **Applicant Flow** tab in the **Job Profile**.



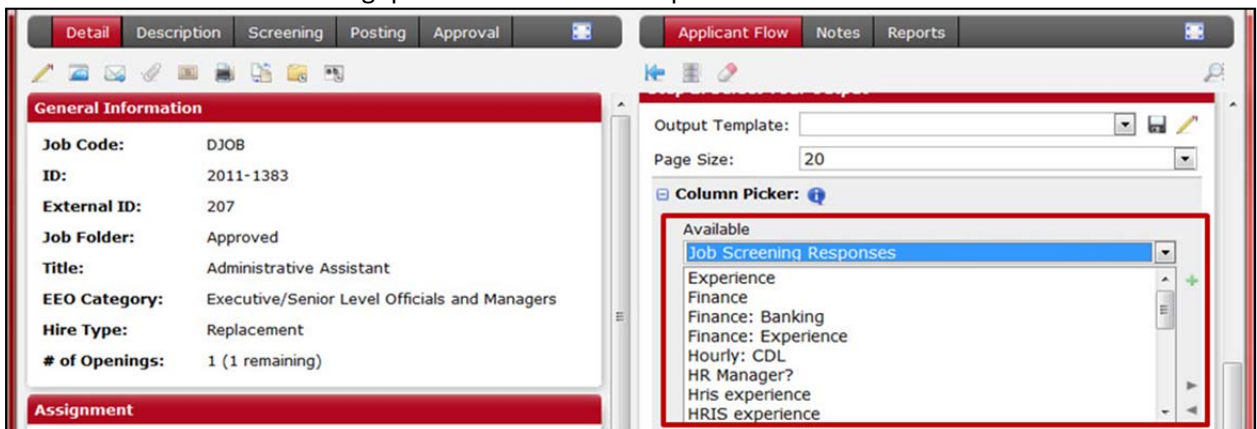
Screening question columns apply only to Questions available through the library and not for job specific questions.

2 Expand the **Column Picker** section under **Step 2: Select Your Output**.



3

Select **Job Screening Responses** under **Available** and double-click any screening question to add it as a column. Note that the screening questions are listed in alphabetical order based on their **Nickname**.



If you select a screening question that was not added to this specific job, the column will display but with no results.