

# Prescreening Questions

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*Saskatchewan!* 

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## Why Use Prescreening Questions

Prescreening questions are presented to candidates as part of their on-line job application. They work best when they address the candidate's knowledge and/or some abilities. Some abilities, like communication skills, are difficult to assess online, and are best addressed through a more formal assessment process.

It is not necessary to use prescreening questions, but they can be a very useful tool to narrow down a candidate pool. They can save time screening applications and reduce the number of applications viewed/printed for further review.

You can score candidates based on the answers they select in the single-answer and multiple-answer questions. To do so, indicate which answers are required. Then you can sort your candidate list based on the candidate's score. Well written, legal questions can greatly assist in screening candidates.

If your competition is being created from a Template, there may be some questions automatically assigned to your competition. You may choose to remove some of them, or add some from the Library.

If you wish, you can add new questions which don't exist in the Library. Refer to the table below to determine what type of question you want, and your desired answers. Then follow the instructions starting on page **Error! Bookmark not defined.**

## Types of Questions

Question Type	Rules	Scoring	Example
<p><b>Single-answer</b></p> <p>Candidate is allowed to select only one answer from the list</p>	<p>Candidates MUST answer every question in order to complete the application, so make sure that every possible answer is provided, not just the answers which would screen them in. Answers of “no”, “none of the above” or “not applicable” should also be included. Otherwise, you will be forcing the candidate to choose the closest answer, which may be inaccurate.</p> <p>The questions that start with “please select the one option which best describes...” have standard wording which is used every time and is readily available. You just have to provide the content that belongs in the blank.</p>	<p>Select all answers which would be acceptable (ie, select the minimum, plus anything better than that).</p> <p>Identify those answers which are REQUIRED as well as those which would be ASSETS.</p> <p>Think “OR” ...if a candidate answered A <b>OR</b> B <b>OR</b> C, they would be screened in.</p>	<ol style="list-style-type: none"> <li>1. Do you have a Bachelor of Social Work, Bachelor of Indian Social Work or an alternative level social work degree from an accredited university, as approved by the CASSW? <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• No, but I have grandparenting rights in accordance with the Social Services Staffing Policy</li> </ul> </li>   <li>2. Please select the one option which best describes your knowledge of <u>strategic planning processes</u>. <ul style="list-style-type: none"> <li>• I do not have this knowledge.</li> <li>• I have some/limited knowledge in this area (e.g. from the media, from casual reading, etc.)</li> <li>• I have some knowledge in this area from my daily exposure, interaction with or support to people who have expertise in this area.</li> <li>• I have taken an introductory class or basic training in this area.</li> <li>• I have done significant in-depth reading because of my strong, personal interest in this area.</li> <li>• I have taken a number of senior level classes or training in this area.</li> <li>• The focus of my post-secondary education or training was in this area.</li> <li>• A significant part of my job (current or previous) involves application of my knowledge in this area.</li> <li>• I have developed expertise in this area from my work experience.</li> <li>• I am recognized externally (within the field/industry/community) for my expertise in this area.</li> </ul> </li>   <li>3. Please select the one option which best describes your ability to <u>research material and clearly and concisely develop and articulate information such as speeches, news releases, briefing notes and communication plans</u>: <ul style="list-style-type: none"> <li>• I have not had training or experience in this area.</li> <li>• I have had training in this area, but have not applied it.</li> <li>• I have had training in this area, and have applied this skill, although not independently.</li> <li>• I have had training in this area, and have applied this skill independently.</li> <li>• I have not had training in this area, but have applied this skill, although not independently.</li> <li>• I have not had training in this area, but have applied this skill independently.</li> <li>• I am recognized for my expertise in this area.</li> </ul> </li> </ol>

Question Type	Rules	Scoring	Example
<p><b>Multiple-answer</b></p> <p>Candidate is allowed to select more than one answer from the list</p>	<p>Candidates MUST answer every question in order to complete the application, so make sure that every possible answer is provided, not just the answers which would screen them in. Answers of “no”, “none of the above” or “not applicable” should also be included. Otherwise, you will be forcing the candidate to choose the closest answer, which may be inaccurate.</p> <p>You do not need to provide a “both” or “all of the above” option, since the candidate can select as many answers as they wish.</p>	<p>Select all answers which must be selected in order to be screened in.</p> <p>Identify those answers which are REQUIRED as well as those which would be ASSETS.</p> <p>Think “AND” ... a candidate will only be screened in if they answered A <b>AND B AND C</b></p>	<p>4. This job opportunity is available in more than one location. Please select those for which you wish to be considered:</p> <ul style="list-style-type: none"> <li>• Regina</li> <li>• Saskatoon</li> <li>• Prince Albert</li> <li>• None of the above</li> </ul> <p>5. Please specify the stakeholder groups you have interacted with in developing policies and conducting research:</p> <ul style="list-style-type: none"> <li>• Public/Community</li> <li>• Clients</li> <li>• Colleagues</li> <li>• Elected Officials</li> <li>• Service Providers</li> <li>• Industry</li> <li>• Provincial government ministries</li> <li>• Other levels of government</li> <li>• Other (please specify below)</li> <li>• None of the above</li> </ul>
<p><b>Text answer</b></p> <p>Candidate provides a response in paragraph format</p>	<p>Candidates MUST answer every question in order to complete the application, so (if applicable) make sure that your question contains instructions to answer “n/a” if appropriate.</p> <p>Maximum limit is 1000 characters, including spaces and punctuation, and the system will not allow the candidate to save or continue to the next page, if they exceed this limit. All questions of this type need to advise of this limit</p>	<p>It is useful to use this type of question to follow up on a multiple/single answer question, so that candidates can support their previous response.</p> <p>Use this type of question sparingly, as the system will not score it– you must read the answers individually.</p>	<p>6. If you selected “Other” above, please elaborate. If you did not select “other,” please indicate N/A.</p> <p>7. Please describe how you gained your knowledge of strategic planning processes. Maximum 1000 characters, including spaces and punctuation. You may wish to use a word processor to compose your answer and then paste it into this box.</p>

## Adding Questions from the Library

Accounting Clerk - Health level 4 (ID: FIN003900)

Requisition Info

Show fields required to:  Save  Request Approval  Post Language: English (Base) Edit All Expand All Save

Instructions

Competition Structure

Competition and Position Details

Posting and Advertising

Advertising In Addition to the Career Centre

Prescreening

Instructions: Please refer to Create or Add Prescreening Questions in Taleo Instructions in Taskroom.  
This requisition uses 0 of the 3 questions from the corresponding prescreening model. Add all default questions from library

Order	Question	Answer	Required	Asset	N/A	Weight
No questions have been added. Click "Add" to add questions.						
Total for Competencies and Questions:						Weight: 0 0%

NOTE: This method of adding a question to your requisition does not allow you to edit the content of the question.

Library questions appear as “Library” in your requisition when you put the cursor on the question, and candidates’ answers to them will carry forward from one requisition to another.

Click **Add** or  to open the Question Selector window.

Question Selector

Select Questions. Sequence of selection will be respected. All (326) Selected (4)

326 Question(s) available | Show Answers

Filters: No filters are applied

Location

Job Category

Keyword

Question

Possible Answers

Code

Code	Questions	Visible to
<input checked="" type="checkbox"/> 1570124950978	A current resume and most recent transcript are <b>required</b> . Please confirm that you will attach your current resume and most recent transcript on the next page of this application form, and understand that if both are not attached, you might not be considered for this position. Type: Single Answer	All Candidates
<input type="checkbox"/> 233393	~ After the summer employment period, what year of study will you be in? Type: Single Answer	All Candidates
<input checked="" type="checkbox"/> GEOL2016-2	~ Approximately how many post-secondary Geoscience courses will you have successfully completed by the time the summer employment term begins? Type: Single Answer	All Candidates
<input type="checkbox"/> 1358462123442	Are you able to lift and carry heavy food and cooking equipment 8kg to 20 kgs, properly and safety? Type: Single Answer	All Candidates
<input checked="" type="checkbox"/> lifting	Are you able to lift heavy equipment up to 20 kg, for example, court files, portable recording equipment, laptop, and printer? Type: Single Answer	All Candidates
<input type="checkbox"/> 1357845829800	Are you able to lift heavy equipment up to 20 kgs, for example court files, portable recording equipment, laptop and printer? Type: Single Answer	All Candidates
<input type="checkbox"/> 250493	Are you a qualified Licensed Practical Nurse (LPN)? Type: Single Answer	All Candidates
<input type="checkbox"/> 9174	Are you a registered member as a Professional Agrologist with the Saskatchewan Institute of Agrologists (SIA)? Type: Single Answer	All Candidates

Perform a keyword search in the Filters panel on the left.

Select the questions you want. Click **Add Questions** when finished.


Note: do not select questions beginning with ~, as these are reserved for student recruitment.

## Creating a Question from Scratch

The screenshot shows the 'Saskatchewan' Recruiters' Requisitions interface. The left sidebar contains navigation options: RECRUITING, TASKS, REQUISITIONS, and CANDIDATES. The main area is titled 'Prescreening' and includes instructions: 'Please refer to Create or Add Prescreening Questions in Taleo Instructions in Taskroom. This requisition uses 0 of the 3 questions from the corresponding prescreening model. Add all default questions from library.' Below the instructions is a table with columns: Order, Question, Answer, Required, Asset, N/A, and Weight. The table is currently empty. At the bottom, there is a summary row: 'Total for Competencies and Questions: Weight: 0 0%'. A 'Create' button is visible in the top right corner of the main area.

Questions created from scratch appear as “Specific to this requisition” in your requisition when you put the cursor on the question and will not be available in the library for future use. Candidates’ answers to them will remain within your requisition as well.

Duplicating a requisition with “Specific to this requisition” questions will create new local questions in the new requisition, and candidates’ answers to them will not carry forward.

Click  or **create** to launch the Create a Requisition-specific Question window.

The dialog box 'Create a Requisition-specific Question' has a close button (X) in the top right. It contains the following fields and options:


- Creation Date:** Jul 14, 2020
- Created by:** test hiringmgr
- Language:** English (Base)
- Question \***: A text input field with a red border.
- Answer Type:**
  - Single Answer
  - Multiple Answers
  - Text Answer
- Selection Method:**
  - Radio Buttons
  - Drop-down
- Radio button Example:**
  - Answer 1
  - Answer 2
  - Answer 3
- Possible Answers:** Three rows of text input fields, each with up/down arrows and a close button (X). The first row is highlighted with a red border.
- + Add answer row:** A button to add more answer rows, highlighted with a red border.
- Buttons:** 'Cancel' and 'Save and close' (highlighted with a red border).

Type the Question into the box.

Select the Answer Type the candidate can provide:

- Single Answer – they may pick only one answer from the list
- Multiple Answers – they may pick more than one answer from the list
- Text Answer – they will type their response into a text box

Select the format for presenting the answers.

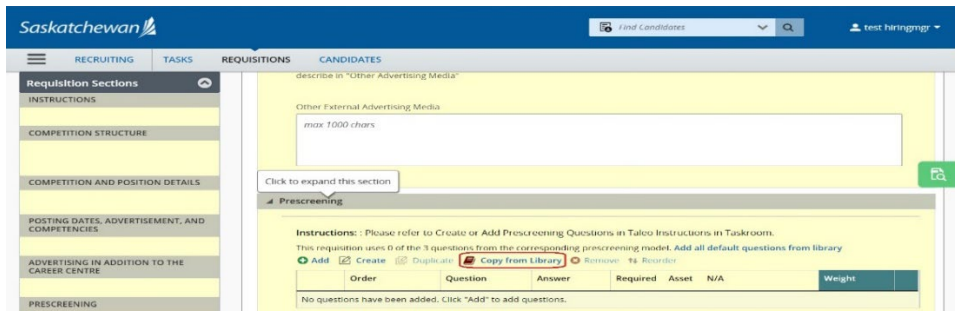
Provide the answers the candidate will choose from. To add more answers, click  **Add answer row**.

Answers can be re-ordered as well.

Ensure that you are providing all applicable answers, including “no” or “none of the above.”

When the question is complete, click **Save and Close**.

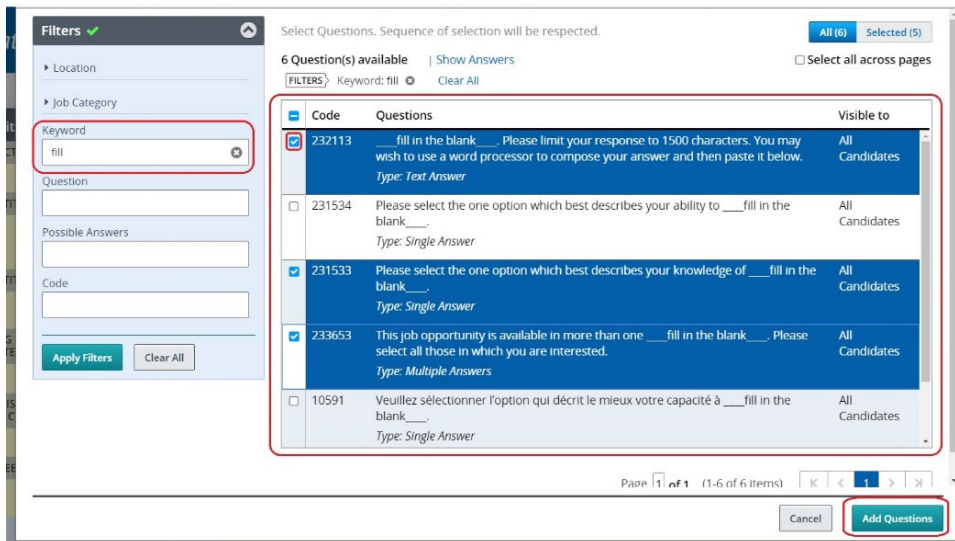
## Copying a Question from the Library and Customizing It



Questions copied from the library and customized will appear as “Specific to this requisition” in your requisition when you put the cursor on the question and will not be available in the library for future use. Candidates’ answers to them will remain within your requisition as well.

Duplicating a requisition with “Specific to this requisition” questions will create new local questions in the new requisition, and candidates’ answers to them will not carry forward.

Click  or **Copy from Library**.



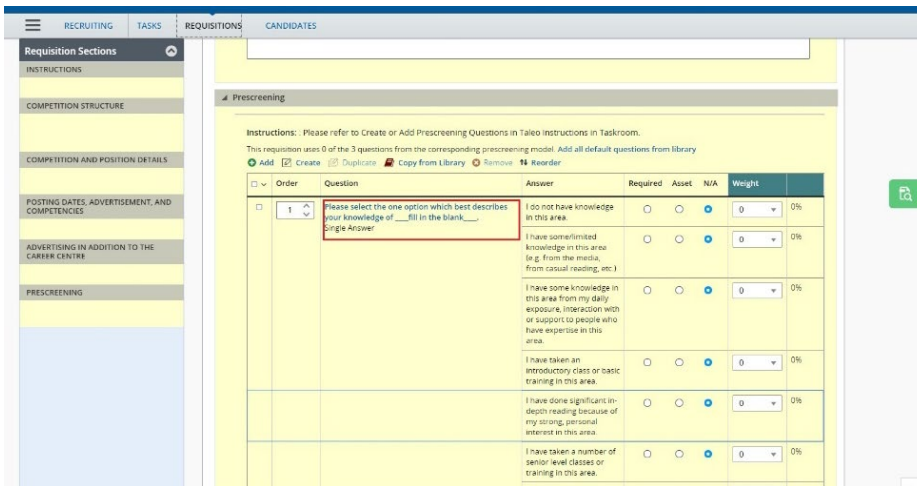
Perform a keyword search in the Filters section.

To find the “fill in the blank” questions, type the word “fill” into the keyword search.

Select the question you want.

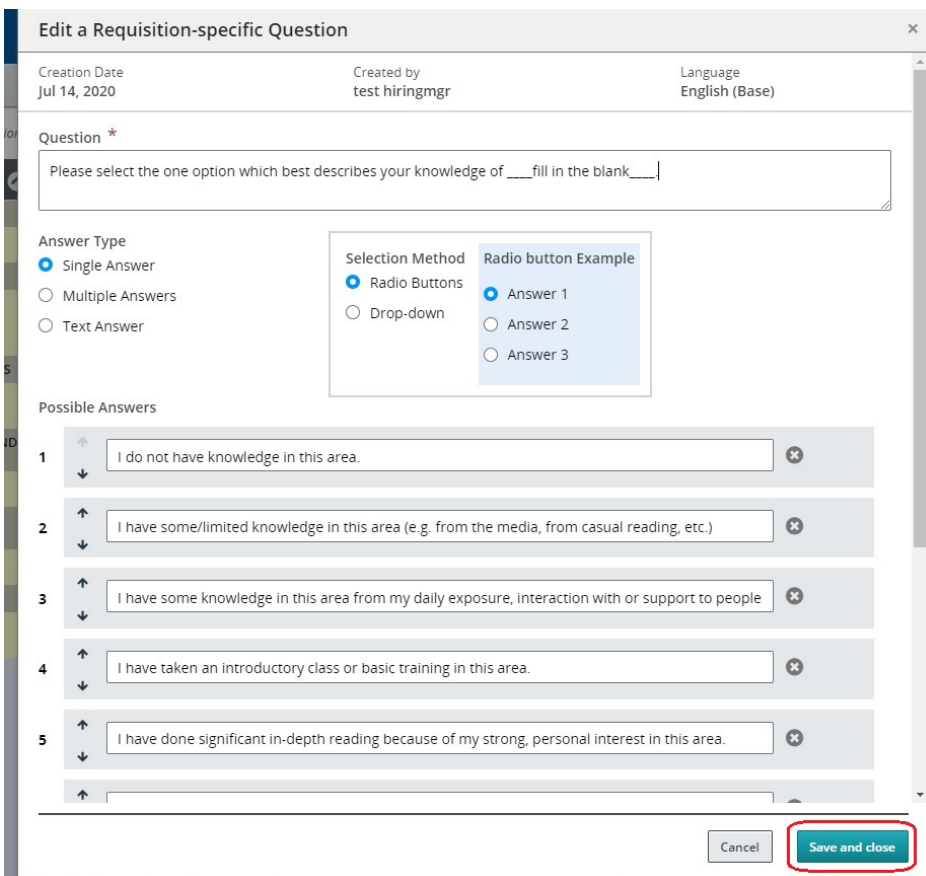
Click **Add Questions**.





The prescreen questions are added to the section.

Click the question to open the “Edit a Requisition-specific Question” window.

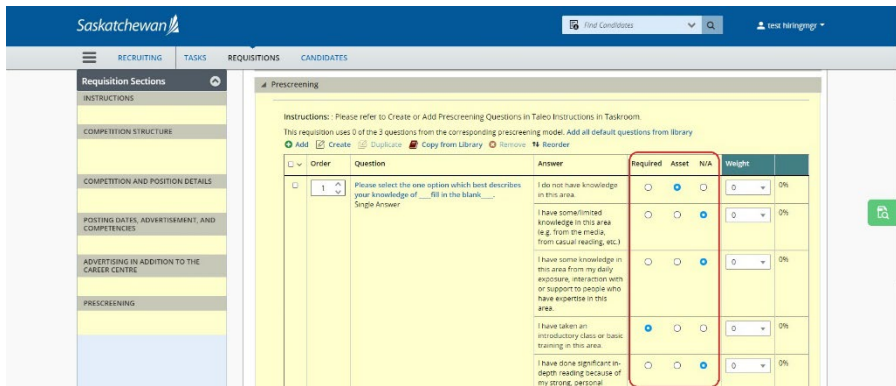


Change the question format, question wording, and/or answers.

Ensure that you are providing all applicable answers, including “no” or “none of the above.”

When you’re done, click **Save and Close**.

# Identifying Question Requirements and Assets



Identify which answers in the Question are required or an asset by selecting values from the Required/Asset column.

**When working with a Multiple Answer question type, the candidate must select ALL of the items you identify as required, in order to receive full marks for the question. (Think “AND”: This answer and that answer”).**

**When working with a Single Answer question type, the candidate must select ANY of the items you identify as required, in order to receive full marks for the question. (Think “OR”: This answer or that answer”).**

\*1. Do you have a Saskatchewan Professional "A" Teaching Certificate?

- Yes
- No, but I am eligible for it
- No

Radio buttons for single-answer questions. Candidate can only choose one answer.

\*2. Please specify the area(s) of education in which you have experience:

- Saskatchewan Core Curriculum
- Developing curriculum documents
- Developing instructional materials
- Implementing and evaluating curriculum and educational materials
- Adult learning
- Secondary level teaching
- Developing secondary level distance education instructional materials
- Delivering secondary level distance education courses
- Use of technologies in multi-mode teaching and learning
- Developing adult education and awareness materials, programs and workshops
- Delivering adult education and awareness materials and programs
- Strategic planning to articulate vision, goals, resources, processes and outcomes
- Client assessment and career counselling
- None of the above

Check-boxes for multiple-answer questions. Candidate can choose more than one answer.

\*3. Please describe what experience you have that would give you familiarity with the regulatory environment of the Saskatchewan road transportation industry. Be sure to explain when, where and how you gained this experience. Maximum 1000 characters, including punctuation, spacing and line breaks (approximately 20 lines of text in this field). You may wish to use a word processor to compose your answer and then paste it below.

Text-box for text answers. Candidate types their answer into the box.

This is a screenshot of how prescreening questions are presented to candidates.