



DOP&LR Recruitment Services Guidance

Supplemental Question Guidance for Hiring Managers

Our recruitment system has the ability to request applicants answer questions that will assist Hiring Managers in determining which applicants have the desired skills they are looking for. These questions are called Supplemental Questions. Supplemental Questions are added to a job posting by agency Human Resource recruitment staff at the time they create a job posting from your requisition. If you want supplemental questions to be included in your job posting you should include your questions in an attachment to the requisition, along with the job description and pre-interview criteria.

Supplemental questions should be used to collect supplemental information about the applicant that will help you determine which candidates, of those meeting the minimum qualifications, possess skills that more closely match the attributes required to be successful in your position. They must align with your pre-interview criteria.

Supplemental questions must be used carefully to ensure they do not limit applicant pools by asking questions that are too narrow. For example, if you use a specific system that non-state applicants would not be familiar with, do not ask if an applicant has experience with that specific system. Ask if an applicant has experience with the broad category of systems. An example would be the State of Alaska payroll system, AKPAY. Instead of asking how many years of AKPAY experience an applicant has, you should ask how many years of experience an applicant has processing payroll using an automated payroll system. By using the broader question you are focusing on the skills necessary to do a particular position, rather than limiting your interview pool to those with experience with a particular system.

Example Supplemental Questions:

- 1) Which of the options below best describes your level of expertise using Microsoft Excel?
 - None
 - Beginner – create and edit basic worksheets and workbooks, etc.
 - Intermediate – work with advanced formulas, charts, lists, and illustrations, etc.
 - Advanced – work with pivot tables, ability to audit and analyze worksheet data, utilize data tools, create and manage macros, etc.

2) How many years of experience do you have in the field of _____?

- None
- Less than 6 months
- 6 months to 1 year
- 2 years plus
- 3 years plus
- 4 years plus
- 5 years plus

➤ Additional guidance and example questions are available from your agency Human Resource recruitment staff.