

BSU's HR-TMS Help-At-A-Glance

<https://bsu.peopleadmin.com/help/>

POSTINGS – ABOUT ASSESSMENT FACTORS

About Assessment Factors on Postings

Assessment factors include:

Supplemental questions – Included on the application form to pre-screen for minimum qualifications and other relevant information. **Supplemental questions** is a customizable term. Common synonyms: **screening questions** or **minimum qualification questions**.

Qualification groups – Combinations of two or more supplemental questions that allow the system to automatically qualify or disqualify applicants for reasons that are too complex to evaluate with a single question. For example, the system can be set up to evaluate combinations of work experience and education. **Qualification groups** is a customizable term. Common synonyms: **qualifying equivalencies** or **equivalent qualifications**.

Ranking criteria – Subjective assessments of applicants on specific items at specific points in the workflow, to ensure that interviewers evaluate applicants in a consistent way. Ranking criteria are often used by search committees, but they can also be used on postings that do not have search committees. The two capabilities are completely independent of each other. **Ranking criteria** is a customizable term. Common synonyms: **evaluative criteria** or **interview questions**.

Assessment criteria – Scores from tests and other assessments that applicants encounter in a specific order. Testing and scoring are done outside PeopleAdmin SelectSuite®, and scores are entered manually or imported from a spreadsheet. Some assessment criteria are judged by review boards and scored using review board weighted scoring. **Assessment criteria** is a customizable term. Common synonyms: **tests, hurdles, exams, or exam plans**.

The assessment factors that you can add to a posting depend on the posting form. Your organization's processes and your SelectSuite configuration determine the points at which you can review and evaluate applicants on assessment factors.

Choosing the right type of assessment factor

If you need to do this...	Use this
<i>Screen applicants for simple factors</i> such as having a valid driver's license or being available to work during the required hours	Supplemental question (screening question, minimum qualification)
<i>Automate evaluation of complex factors</i> such as "equivalent work experience"	Qualification group
<i>Allow reviewers to score applicants on subjective factors</i> such as presentation skills or confidence	Ranking criterion (evaluative criterion, interview question)
<i>Record scores from external exams</i> such as an agility test or typing test	Assessment criterion (test, exam, hurdle)

When you add an assessment factor to a posting, you set up the scoring values. Yes/no questions use fixed-amount or fixed-percentage scoring. Veterans' preference is an example. Multiple-choice questions and open-ended questions use weighted scoring. Test scores fall into this category.

You can also mark answers as disqualifying – for example, if you create a posting for a bus driver and include a supplemental question asking if the applicant has a commercial driver's license, you can mark "No" as a disqualifying answer. The applicant workflow can be set up to move the application to the state of **System determined does not meet minimum qualifications** if an applicant gives a disqualifying answer.