

BSU's HR-TMS

Help-At-A-Glance

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

POSTINGS – ASSESSMENT FACTORS - SETTING UP SCORING

Setting Up Scoring and Review Boards

APPLICANT TRACKING: Postings – per posting.

Learn about assessment factors: [About Assessment Factors on Postings](#)

Terms that might not match what you see

Many elements on your PeopleAdm site can be renamed to match your organization's terminology, so the buttons, menu tabs, and other elements of your site might not match the terms used in the help.

Posting is a customizable term. Common synonyms: **announcement**, **requisition**, **workforce request**, or **open position**.

Supplemental questions is a customizable term. Common synonyms: **screening questions** or **minimum qualification questions**.

Ranking criteria is a customizable term. Common synonyms: **evaluative criteria** or **interview questions**.

Assessment criteria is a customizable term. Common synonyms: **tests**, **hurdles**, **exams**, or **exam plans**.

Applicant is a customizable term. Common synonyms: **candidate** or **job seeker**.

To set up scoring on a supplemental question

You can assign scores to the answers to yes/no or multiple choice questions, but not directly to open-ended questions. To associate a score to an open-ended question, create a ranking criterion that allows interviewers to evaluate the applicant on the question.

1. With the posting open for editing, navigate to the **Supplemental Questions** tab.
2. Select the desired question. The scoring detail opens.
3. Enter a value for each of the defined answers.
4. For answers that indicate that the applicant is not qualified for the position, check the **Disqualifying** box.
5. Select **Save** to make your changes.

Although you can define scoring on supplemental questions when you use them individually, qualification groups – predefined sets of supplemental questions – are set up with passing scores already defined.

To set up scoring on a weighted multiple-choice assessment criterion

1. With the posting open for editing, navigate to the tab showing the assessment criteria.
2. Select the description to open the scoring detail. A box opens, with instructions.
3. Enter the **Weighted** % of the question in the overall score – for example, enter 50 if the question is worth half the total score.
4. For each possible answer, enter a point value. This lets you assign different weights to the answers without calculating percentages – the highest number of points represents the full percentage value of the question. For example, if the question is worth 30% of the applicant's score and the possible answers have point values of 5 and 10, the 10-point answer adds 30% to the applicant's score and the 5-point answer adds 15%.
5. Select **Save** to make your changes.

To set up scoring on an open-ended assessment criterion

1. With the posting open for editing, navigate to the Assessment Criteria tab.
2. Select the desired question. The scoring detail opens.
3. Enter the value that will be added to the score (whether it is a point value or a percentage) if the answer is yes or the statement is true.
4. If applicable, enter the minimum passing score for this criterion. This allows you to disqualify applicants who score lower than the specified value on this item.
5. Select **Save** to make your changes.