

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

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

SUPPLEMENTAL QUESTIONS – REVIEWING ANSWERS

Reviewing applicants' answers to supplemental questions

1. Open your posting and select the **Applicants** tab.
2. From the main **Actions** menu, select **Review Supplemental Question Answers**. This presents the statistical breakdown of how the applicants answered each question.
3. To see which applicants gave a particular answer to a question, select the answer. The applicants are listed after all the questions.
4. From this page you can view the application and attached documents provided by each applicant listed.
5. If there was more than one supplemental question on this posting, select **Next** to page through the questions; or open the **Actions** menu and select **Show all questions** to return to the main statistical breakdown page.

To download applicants' answers to supplemental questions

1. Open your posting and select the **Applicants** tab to view the applicants who have applied to the posting.
2. Check the box at the top of the list to select all applicants, or select the applicants of interest.
3. From the main **Actions** menu, select **Download Supplemental Question Answers**. The search results are saved in .xls format. Depending on your browser, the file may automatically download to your computer's download folder, or you may be prompted to choose whether you want to open or save the file.

To see a list of applicants who answered a question in a specific way

1. Review applicants' answers to supplemental questions.
2. From the **Actions** menu, select **Search Answers**.
3. Set up the search by selecting:
 - The supplemental question of interest
 - The answer of interest
 - Whether you want to see people who gave this answer (**Include**) or any answer except this one (**Exclude**).
4. Select **Search**. The system presents a list of people who answered in the way you specified.