

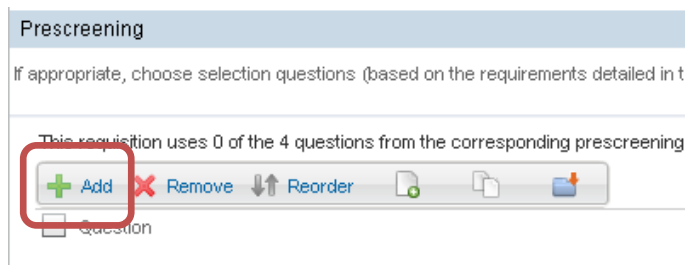
What are prescreening questions?

The recruitment system holds a library of questions designed specifically for University of Otago vacancies. These cover a range of topics including IT, administration, teaching, research, registration and certification. In addition, we can setup customised pre-screening questions for your vacancy.

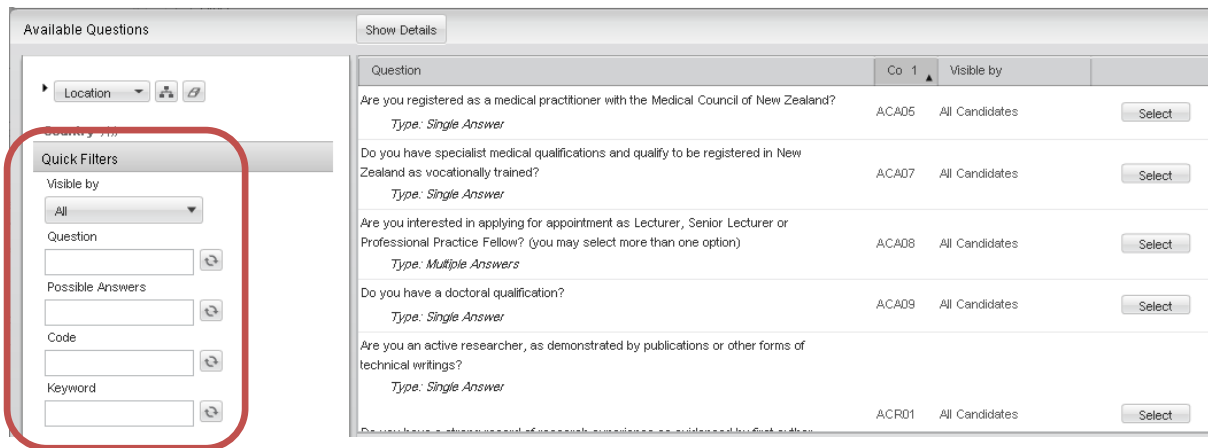
Shortlisting from a volume of applications can be extremely time-consuming. If you are expecting more than 30 applications, we recommend you have candidates answer some questions relating to your selection criteria as part of their online application. For the majority of vacancies, up to eight questions would be appropriate.

Adding pre-screening questions to a requisition

Pre-screening questions are added to the credentials section of a requisition before the advert is posted to the University website. You can view the library of questions by clicking the 'Add' button.

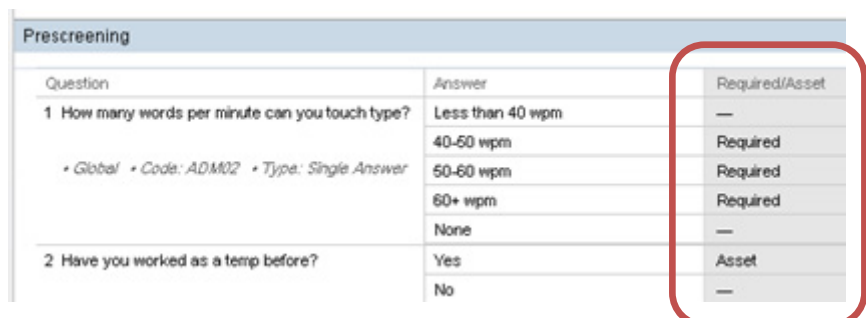


You can search for questions by key word, or by code (e.g. AC for academic) using the quick filters.



Assets and required

Candidates can be sorted based on whether or not they meet the required or preferred criteria for the role. You can mark questions as either 'Asset' or 'Required' based on the needs of your vacancy.



Candidates' experience

Below is an example of pre-screening questions as part of an application process:

Questionnaire

To help us assess your suitability for this position please answer the following questions as accurately as possible.

*1. How many words per minute can you touch type?

- Less than 40 wpm
- 40-50 wpm
- 50-60 wpm
- 60+ wpm
- None

*2. I have working knowledge of:

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Project
- Finance One
- Internet
- Windows Operating Systems (XP/Vista/7)
- None of the above

*3. Are you competent working on a PC or a Mac or both?

- PC
- Mac
- Both

*4. Have you worked as a temp before?

- Yes
- No

Sorting during review

You will be able to view all applications, but they can be sorted according to their responses. This will help you identify candidates that meet the requirements of your vacancy and those who do not. Below is an example of candidates ranked by their response to pre-screening questions:

Requirement: 1	Assets	2	Step	Selection Status
10 / 10	1 / 2		Short Listing	To Be Reviewed
10 / 10	1 / 2		Short Listing	To Be Reviewed
10 / 10	1 / 2		Short Listing	To Be Reviewed
10 / 10	0 / 2		Short Listing	To Be Reviewed
9 / 10	1 / 2		Short Listing	To Be Reviewed
9 / 10	1 / 2		Short Listing	To Be Reviewed
9 / 10	0 / 2		Short Listing	To Be Reviewed
9 / 10	0 / 2		Short Listing	To Be Reviewed
9 / 10	0 / 2		Short Listing	To Be Reviewed
7 / 10	0 / 2		Short Listing	To Be Reviewed
6 / 10	1 / 2		Short Listing	To Be Reviewed

If you would like to use pre-screening questions, please contact us yourcareer@otago.ac.nz, we'd be happy to assist.