Adding Screening Questions

Adding screening questions to your job post is a great way to control and/or help sort applications!

The AgPloyment.com job board utilizes three (3) pre-loaded screening questions on all job applications to help you select the best candidates.

The first question we ask is, "Do you meet this job's Experience requirements?".
The second question we ask is, "Do you meet this job's Education requirements?".
The last question we ask is, "Do you meet this job's Preferred Qualifications?".

Our system does not reject applications based on the applicant's answers to these pre-loaded questions, but they do help you to sort through applications much more efficiently.

You are also able to add screening questions of your own! We allow you to add up to three (3) more questions to a job post for a small fee.

All screening questions can be created so that applications will be rejected if an applicant does not answer a question the way you deem correct. This can be a very useful tool!

There are three types of screening questions you can add:

1. **Drop Down**

   A drop down screening question allows you to ask applicants a question, and gives them the opportunity to select up to five (5) possible answers (which you provide) from a drop down list. The nice thing about a drop down is that it allows applicants to select multiple answers. Unfortunately, if you allow multiple answers then you do not have the option of rejecting applicants based on their selections. It is not a type that we suggest for long answer options

2. **Radio Button**

   A radio button screening question allows you to ask applicants a question, and gives them the opportunity to select one answer from up to five (5) possible answers. Radio buttons work very well for "yes or no" questions (it's what we use for the three pre-loaded screening questions), or situations where your answer options get a bit wordy. Unfortunately, you cannot allow applicants to select multiple answer options with this type of screening question.

3. Text Field

The text field screening question allows you to ask applicants a question, and requires them to answer in their own words. This is a great tool to use to learn more about individual applicants. Be warned that using this type of screening question to reject applications can be tricky. If applicants do not answer your question exactly the way you did the system will reject their application. There are very few situations where this type of screening question can be used successfully to control applications.

If you would like to add additional screening questions to your individual job post, please visit this page and fill out the form with your question and answer information. You will also be required to submit the reference number you assigned to the particular job post you are creating questions for, so make sure you do that when creating jobs!