



EffectiveHiring

Discover. Engage. Acquire the Best.

Creating On-line Job Application Questions

By formulating effective application questions and then searching for specific responses, you can immediately eliminate unqualified applicants and focus on those with relevant skills and experience saving you the time of reviewing each applicant's resume.

Employee qualification questions fall into different categories. You should ask no more than 2 questions in each of these but don't feel obligated to ask them all.

EXPERIENCE

- Question: How many years of bookkeeping experience do you have?
- Answer choices: less than one year, 1 to 2 years, 3 to 5 years, 6+ years

SKILLS

- Question: With which of the following programs are you proficient?
- Answer choices: Word, Excel, PowerPoint, Publisher

WORKPLACE BEHAVIORS & ATTITUDES

- Question: A customer complains about shipment tardiness. What are the first 3 steps you should take to handle this?
- Answer: We suggest an open field in which the job seeker can type her answer.

KNOWLEDGE-BASED

- Question: With which of the following programs are you proficient?
- Answer choices: Word, Excel, PowerPoint, Publisher

Tips:

- ✓ Although an EffectiveHiring® ATS application questions allows you to ask unlimited questions, ask the fewest number of questions necessary to narrow your applicant pool. Candidates will respond more carefully to a concise but focused application.
- ✓ Include **more check box questions than memo style** questions on your application. Check box questions take little time for the applicant to complete.
- ✓ Too many essay style questions can be prohibitive and intimidating to applicants, but an excellent answer to this type of question will distinguish a candidate from the crowd. Include only a few in your application.