Application Templates, Sections, and Questions

<table>
<tr><th>Template</th><th>Template Sections</th><th>Template Questions</th></tr>
<tr>
<td>☐ 1013 KS Posting with Questions

Standard Template

Use this template if you want applicants to be able to <u>complete an application</u>. They also have the option to submit a resume, cover letter, and attachments.

Please indicate in your job posting if a resume, cover letter, and additional attachments are required.</td>
<td>
<table>
<tr><td>Step 1 of 10</td><td>Step Order</td></tr>
<tr><td>1</td><td>Start (Required)</td></tr>
<tr><td>2</td><td>Resume & Cover Letter-Upload</td></tr>
<tr><td>3</td><td>Attachments-Upload</td></tr>
<tr><td>4</td><td>References</td></tr>
<tr><td>5</td><td>Education & Work Experience Step</td></tr>
<tr><td>5a</td><td>Education (Level, School, Degree)</td></tr>
<tr><td>5b</td><td>Work Experience</td></tr>
<tr><td>5c</td><td>Qualifications (Job Training, Licenses & Certifications, Language Skills)</td></tr>
<tr><td>6</td><td>Online Questionnaire (Required)</td></tr>
<tr><td>7</td><td>How did you find out about us?</td></tr>
<tr><td>8</td><td>Preferences</td></tr>
<tr><td>9</td><td>Diversity</td></tr>
<tr><td>10</td><td>Review/Submit</td></tr>
</table>
</td>
<td>There are 8 required Online Questionnaire questions that are pre-loaded with the template. Note that required question names begin with and an asterisk. <u>Do not delete required questions.</u>

Submit custom optional questions for your agency’s job applications to OPS.</td>
</tr>
<tr>
<td>☐ 1017 KS Posting ResumeCovLtrRefrl

Use this template if you want applicants to <u>submit a resume and cover letter only.</u> They also have the option to upload attachments. There is no job application presented.</td>
<td>
<table>
<tr><td>Step 1 of 6</td><td>Step Order</td></tr>
<tr><td>1</td><td>Start (Required)</td></tr>
<tr><td>2</td><td>Resume & Cover Letter-Upload</td></tr>
<tr><td>3</td><td>Attachments-Upload</td></tr>
<tr><td>4</td><td>How did you hear about us (Referrals)</td></tr>
<tr><td>5</td><td>Diversity</td></tr>
<tr><td>6</td><td>Review/Submit</td></tr>
</table>
</td>
<td>There are no questions in this template.</td>
</tr>
</table>

☐ 1014 KS Posting-No Job App *Use this template if you wish to add a job posting but <u>do not</u> wish to use the Careers for resume or application processes.*	Step 1 of 2 | **Step Order** 1 | Start (**Required**) 2 | Prequalify (**Required**) 3 | How did you find out about us? 4 | Diversity 5 | Review/Submit	A forced-exit question is pre-loaded in this template. <u>Do not delete the required question.</u> The 'Pre Screen Level' must be enabled in order for the forced-exit question to be presented to the applicant and stop the applicant from applying. Click the link and check-on Required and User in Screening boxes.

*Start and Diversity sections are defaulted in for all templates.
*Referrals (How did you find out about us?), Preferences, and Education Level sections do not have the 'Required' option.
*Questionnaire section is set to 'Required' at a system-wide level.