

CAPPS Desk Aid

Screening Applicants

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Screening Applicants

Overview

This desk aid guides recruiting users through screening applicants for a job opening. CAPPS Recruit uses the screening data setup under the *Screening* tab on the *Job Opening* page.

The information provided is based on multiagency use of CAPPS recruiting templates and displays all functionalities available within Recruit. Access to the functionalities depends on the recruiting user's assigned security roles, permissions and row-level security. Contact your agency's Human Resources department with any questions.

Before screening applicants:

- Verify that the job opening is active and in *Draft* or *Open* status.
- Prepare a list of screening questions and criteria for the job opening.
- Be aware that access to the *Screening* page depends on the Recruit user's access level to view or update the *Job Opening* page and *Screening* page (e.g., recruiters, hiring managers).

Navigating to the Screening Page

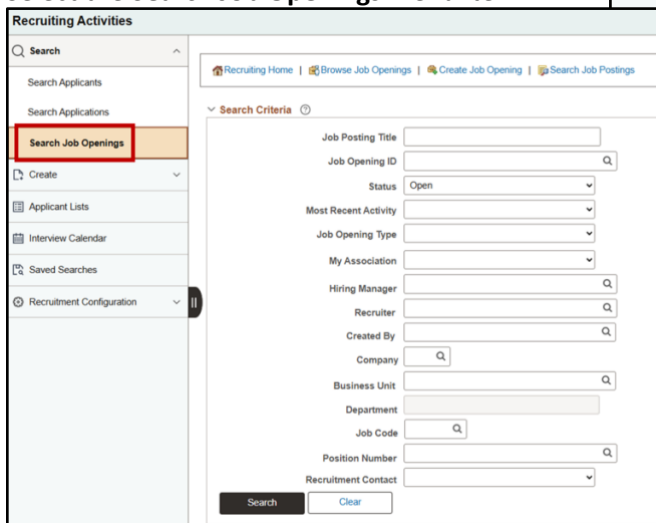
Navigation

Dashboard: Recruiting; **Tile:** Recruiting Activities

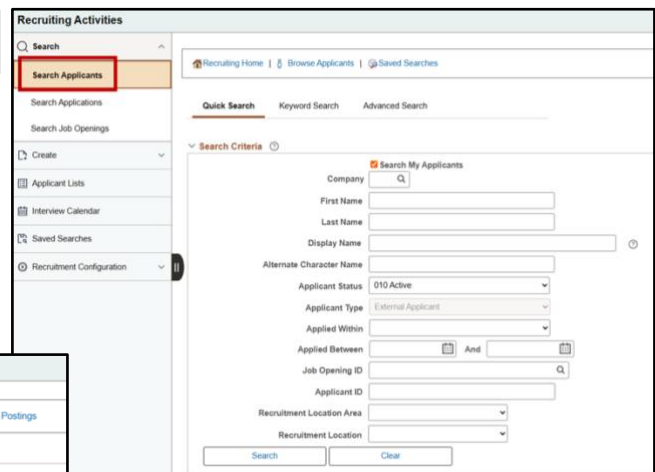
The *Recruiting Activities* landing page displays the *Search Applicants* page by default, with the corresponding menu option automatically selected in the left navigation menu.

To navigate to the *Screening* page:

1. Select the **Search Job Openings** menu item.



The screenshot shows the 'Recruiting Activities' page. On the left, a navigation menu has 'Search Job Openings' highlighted with a red box. The main content area shows search criteria for job openings, including fields for Job Posting Title, Job Opening ID, Status (set to 'Open'), Most Recent Activity, Job Opening Type, My Association, Hiring Manager, Recruiter, Created By, Company, Business Unit, Department, Job Code, Position Number, and Recruitment Contact. Search and Clear buttons are at the bottom.



The screenshot shows the 'Recruiting Activities' page. On the left, a navigation menu has 'Search Applicants' highlighted with a red box. The main content area shows search criteria for applicants, including fields for Company, First Name, Last Name, Display Name, Alternate Character Name, Applicant Status (set to '010 Active'), Applicant Type (set to 'External Applicant'), Applied Within, Applied Between, Job Opening ID, Applicant ID, Recruitment Location Area, and Recruitment Location. Search and Clear buttons are at the bottom.

2. Enter desired search criteria.
3. Select **Search**.
The *Search Results* section populates.

4. Select the job opening to be screened in the **JOB OPENING** column.

Recruiting Activities

Search Applicants

Search Applications

Search Job Openings

3 Results Found

Select	Company	Job Opening	Job ID	Status	Type	Recruiting Location	Job Code	Target Openings	Available Openings	Total Applicants	Created
☒	T.	Purchaser V_Screening-V2	100111	Open	Standard Requirement	Ablene	1934	1	1	11	04/27/2026
☐	T.	Accountant IV_Screening Demo2	100083	Open	Standard Requirement	Ablene	1018	1	1	8	04/08/2026
☐	T.	Accountant IV_Screening Demo1	100073	Open	Standard Requirement	Ablene	1018	1	1	5	04/01/2026

The corresponding *Job Opening* page displays.

5. Select **Details** on the *Manage Job Opening* page.

Manage Job Opening

Save | Return | Recruiting Home | Search Job Openings | Next | Create New | Clone | Add Note | Print Job Opening

Job Opening ID: 100111
 Job Posting Title: Purchaser V_Screening-V2
 Job Code: 1934 (Purchaser V)
 Position Number: (Purchaser V)
 Post Date: 04/27/2026

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | **Details**

Job Details | Hiring Team | Qualifications | **Screening** | Job Postings | Approvals

6. Select the **Screening** in the bottom tab row.

The *Screening* setup grid displays.

Manage Job Opening

Save | Return | Recruiting Home | Search Job Openings | Next | Create New | Clone | Add Note | Print Job Opening

Job Opening ID: 100111
 Job Posting Title: Purchaser V_Screening-V2
 Job Code: 1934 (Purchaser V)
 Position Number: (Purchaser V)
 Post Date: 04/27/2026

Status: 010 Open
 Business Unit:
 Department:
 Company:
 Remove Date: 05/29/2026

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | **Details**

Job Details | Hiring Team | Qualifications | **Screening** | Job Postings | Approvals

Additional Job Specifications

Job Code: 1934 Primary Job Code
 State Job Code: 1934
 *ONET Code: 43-3081.00

Employment Questions

*Question	Question Order	Required	Action
Former Foster Youth	1	Required	View Answers
Former Foster Youth <25	2	Required	View Answers
Are you a veteran?	3	Required	View Answers
Vet Type of Discharge	4	Optional	Enter Evaluations
Vet Codes of Service	5	Optional	Enter Evaluations
Surviving Spouse	6	Required	View Answers
Surviving Orphan	10	Required	View Answers
VetSpouseOrphan-DateofSen	8	Optional	Enter Evaluations
SpouseMember	6	Required	View Answers
SpousePrimary	7	Required	View Answers

Add Employment Question Load from Question Set

Skills Questions

*Question	Question Order	Required	Action
BachDeg	11	Required	View Answers
Adobe	12	Required	View Answers
MS Office experience	13	Required	View Answers
Office/Personnel Mgmt exp	14	Required	View Answers
Bachelor's Degree	15	Required	View Answers
Accounting Hours	16	Required	View Answers
Travel Percentage	17	Optional	View Answers

Add Skills Question Load from Question Set

Applicant Screening

Max Total Points: 100 Must Pass Previous Levels

Applicant Screening

Sequence	Screening Levels
1	Preliminary Screening
2	Final Screening

Add Screening Option

Add Job Code Delete Job Code

The *Screening* grid is divided into three sections:

- Employment Questions
- Skills Questions
- Applicant Screening

Understanding Screening Settings

Recruiters use screening to assess potential candidates and select a few qualified applicants for interviews or hiring. A job opening may involve multiple screening processes and levels to evaluate different criteria and use different rules for processing.

Screening Level Usage

A job opening may include multiple screening levels, each defined by its own set of screening criteria and processing rules. Within the job opening, these screening levels are arranged to ensure recruiters evaluate candidates in a clear, logical sequence.

For example, an initial screening level may identify candidates who meet basic employment eligibility requirements while a final screening level evaluates the applicant's job-related qualifications.

Recruiters can use multiple screening levels to filter out unqualified applicants before rating the remaining applicants.

The *Applicant Screening* section includes a sequenced list of screening levels for the job opening. A checkbox is also available to indicate if applicants must pass the previous screening level before progressing to subsequent levels.

Applicant Screening ⓘ

Max Total Points ☐ Must Pass Previous Levels

Applicant Screening ⓘ

Sequence	Screening Levels	
1	Preliminary Screening	🗑️
2	Final Screening	🗑️

[Add Screening Option](#)

When accessing the *Screening Criteria* page for a screening level, the screening criteria grid automatically populates with certain attributes from the job opening. Select additional appropriate items to use across the configured screening level.

Field or Control	Description
MAX TOTAL POINTS	Enter the maximum points that an applicant can accumulate across all screening levels. During the applicant ranking process, the <i>Rank Applicants</i> page shows applicants' final scores both as numbers and as a percentage of the value entered here, which is typically 100 .
MUST PASS PREVIOUS LEVELS	Select this checkbox if the applicant must pass the previous screening level before being evaluated for the next level. Note: By selecting this feature, the system automatically rejects applicants who fail to meet the screening criteria. It is recommended to leave the MUST PASS PREVIOUS LEVELS checkbox unselected.

The system filters applicants by only processing those whose dispositions (statuses) are configured as open statuses associated with:

- 1 — Applied
- 2 — Reviewed
- No phase at all

This prevents applicants in later stages of the recruiting process from being processed. The excluded phases include:

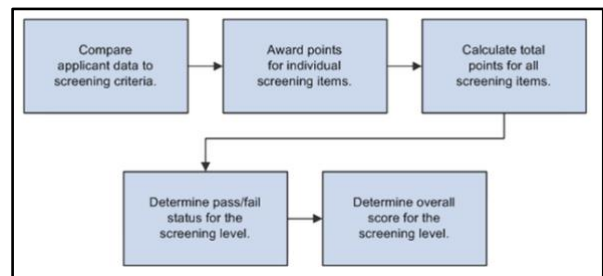
- 3 — Screen
- 4 — Route
- 5 — Interview
- 6 — Offer
- 7 — Hire
- 8 — Hold
- 9 — Reject

When a screening level is run, the *RS–Job Opening Screening Application Engine* process uses the settings on the *Screening Criteria* section of the *Job Opening* page to perform the following tasks for each included applicant:

- Evaluate if the applicant meets the selected screening criteria attributes.
- Award the specified number of points for each screening criterion that the applicant meets.
- Add the points earned for individual items to produce a cumulative point total, which represents the applicant's raw points for the screening level.
- Evaluate if the applicant passes or fails the screening level.
 - Applicants can fail a screening level if they did not earn enough points or do not meet the designated criteria.
 - Screening levels can be configured to allow users with access to the screening pages to manually override the system-assigned pass/fail status.
- Assign the applicant a final overall score for the screening levels. The overall score might be the same as the raw points, depending on screening rules.

The **RS — Job Opening Screening** process steps:

1. Compare applicant data to screening criteria.
2. Award points for individual screening items.
3. Calculate total points for all screening items.
4. Determine the pass/fail status for the screening level.
5. Determine the overall level score.



Screening Level Processing Rules

The *Screening Criteria* section of the *Job Opening* page includes fields that are used to:

- Indicate the percentage of the total available points that an applicant needs to earn to pass the screening level.
- Assign overall screening level scores to screened applicants.
- Assign dispositions (statuses) to screened applicants.

Note: It is recommended to assign dispositions and send rejection letters to applicants manually. Letters can be sent through email when the rejected disposition is applied.

These settings are:

- Identical to the corresponding fields in the screening level definition.
- Autopopulated with the default values defined in the screening level definition.
- Can be overridden, as necessary.

Screening Criteria

Screening criteria are specific attributes desirable in an applicant. During screening, the system compares applicant attributes to job opening attributes to determine how well applicants meet the job requirements. Recruiters establish the job opening's criteria on the *Screening Criteria* page, where a list of job attributes for the recruiter to choose from is available as part of the job opening component.

The job opening attributes that are available as screening criteria fall into four groups:

- Job Preferences
- Education and Experience
- Employment Questions
- Skills Questions

Job Preferences

Job preferences (*Job Details*):

- Flow from fields that populate the *Job Information* and *Salary Information* sections of the *Job Opening* page.
- Include:
 - REGULAR/TEMPORARY
 - SCHEDULE
 - Full-time
 - Part-time
 - START DATE
 - STANDARD HOURS
 - SHIFT
 - TRAVEL PERCENTAGE
 - MINIMUM SALARY
 - RECRUITING LOCATION
- Are hard-coded and cannot be configured, but employment questions provide flexibility to tailor questions to job openings.

The following table lists examples of job preferences that can be used for screening and shows the corresponding applicant data fields:

Job Opening Field	Applicant Field
REGULAR/TEMPORARY	<i>I am looking for the following kind of work: Regular, Temporary or Either</i>
FULL/PART TIME	<i>I want to work: Full Time, Part Time or Either</i>
START DATE	<i>I can start my new job on or after <date></i>
STANDARD HOURS /WEEK	<i>I want to work <number> hours per week</i>
SHIFT	<i>I want to work the following shift(s)</i>
TRAVEL PERCENTAGE	<i>I am willing to travel <specified percentage of time></i>
MINIMUM SALARY	<i>I require a minimum pay of <number></i>
RECRUITING LOCATION	<i>I would prefer a work location in or around <location></i> (Screening looks at both the first and second choices entered by the applicant.)

Education and Experience

Education and experience requirements indicate the years of experience required for applicants with various levels of education. Each set of values (a degree and the years of experience required for applicants with that degree) is processed separately. To prevent the system from penalizing someone with the correct amount of experience and a higher degree than is required, the job opening should include rows for every degree above the minimum requirement. To indicate that any amount of experience is acceptable for applicants with a given degree, enter **0** as the experience requirement for that degree.

Note: When the screening process evaluates if an applicant meets specific education and experience requirements, it fails applications that lack work experience entries with start dates, even if zero years of work experience are required.

Employment and Skills Questions

Recruit users can add general questions related to a particular job opening. For applicants who apply online, employment and skills questions come in various forms:

- Multiple choice
- Single choice
- Date-type
- Numeric
- Open-ended questions (must be associated with one or more evaluators who can judge the applicant's answer and award points)

The Recruiter Administrators are responsible for configuring agency-specific recruiting questions, answers and question sets. Recruit users can add those employment and skills questions on the *Job Opening* page in the *Screening* section.

Note: Unlike other screening criteria, screening questions are useful only if applicants can submit applications online. It is not possible to enter answers to screening questions on the *Application Details* page.

Screening Criteria Setup Tasks

The following table summarizes the setup tasks for each type of screening criteria:

Criteria Type	Setup Requirements
Job Preferences	• Include the <i>Job Information</i> section (required) and the <i>Salary Information</i> section (optional) in the job opening template. • Include the <i>Preferences</i> section in the resume template. Note: This configures the online application pages so applicants can enter general preferences (such as location, work days and regular/temporary status).
Education and Experience	• Include the <i>Education and Experience</i> section in the job opening template. Note: Configured on the <i>Job Opening</i> page to include a grid where recruiters can enter education and experience requirements. • Include the <i>Education History</i> and <i>Work History</i> sections in the resume template. Note: Configured on the online application pages so applicants can enter their highest level of education and provide work history details, including start and end dates for each period of employment.

Criteria Type	Setup Requirements
Employment Questions	- Include the <i>Employment Questions</i> section in the job opening template. Note: Configured on the <i>Job Opening</i> page to include a grid where recruiters can add employment questions to the job opening. - Include the <i>Online Questionnaire</i> section in the resume template. Note: Configures on the online application pages so applicants can see and answer questions while completing a job application. - Define reusable question definitions that recruiters can associate with job openings.
Skills Questions	- Include the <i>Skills Questions</i> section in the job opening template. Note: Configured on the <i>Job Opening</i> page to include a grid where recruiters can add skills questions to the job opening. - Include the <i>Online Questionnaire</i> section in the resume template. Note: Configured on the online application pages so applicants can see and answer the questions while completing a job application. - Define reusable question definitions that recruiters can associate with job openings.

Select Screening Questions

Navigation

Navbar: Menu; Set Up HRMS; Product Related; Recruiting; Screening

From the *Job Opening* page, Recruit users select screening questions from a list of provided questions.

Manage Job Opening

Employment Questions

*Question	Question Order	Required	Action
Former Foster Youth	1	☒	View Answers
Former Foster Youth <25	2	☒	View Answers
Are you a veteran?	3	☒	View Answers
Vet-Type of Discharge	4	☐	Enter Evaluators
Vet-Dates of Service	5	☐	Enter Evaluators
Surviving Spouse	4	☒	View Answers
Surviving Orphan	5	☒	View Answers
VetSpouse/Orphan-DatesofSer	8	☐	Enter Evaluators
SpouseMember	6	☒	View Answers
SpousePrimary	7	☒	View Answers

[Add Employment Question](#) [Load from Question Set](#)

Skills Questions

*Question	Question Order	Required	Action
		☐	View Answers

[Add Skills Question](#) [Load from Question Set](#)

Look Up Question ID

Set ID: begins with

Question ID: =

Question Code: begins with

Description: begins with

[Search](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 [1-29 of 20](#)

Set ID	Question ID	Question Code	Question Type	Status	Description
TEXAS	1009	SOTA09	Single	Active	Former Foster Youth
TEXAS	1010	SOTA10	Single	Active	Former Foster Youth <25
TEXAS	1011	SOTA11	Single	Active	Are you a veteran?
TEXAS	1012	SOTA12	Open Ended	Active	Vet-Type of Discharge

Recruiters can choose from multiple fields and options available in the *Employment Questions* and *Skills Questions* areas.

Field or Control	Description
QUESTION	- Select a screening question. - Define screening questions on the <i>Question Definition</i> page. - Questions selected here are available to any screening level run for the job opening (except open-ended questions, which cannot be used for prescreening or online screening). - Applicants' answers are collected during the online application process in Candidate Gateway.
QUESTION ORDER	- Enter numbers to determine the sequence in which questions appear in the online application. Note: If questions are loaded from a question set that includes predefined order numbers, those values populate the job opening by default. - Review all default values carefully. Note: Default order numbers may not be unique (depending on how they were defined in the originating question set) and it is the recruiter's responsibility to ensure the final question order is unambiguous. - Because this field only accepts whole numbers, it may be helpful to use nonconsecutive numbering to allow additional questions to be inserted later without requiring full renumbering.
ACTION	For multiple-choice questions: - Select the View Answers hyperlink (opens the <i>Answers to Screening Questions</i> page). - Review answer choices and their default point values. - Configure screening criteria for the job opening to override the default point values. For open-ended questions: - Select Enter Evaluators to open the <i>Assign Evaluators</i> page. - Identify and assign the evaluators responsible for evaluating and scoring applicants' responses. - Each evaluator must have the appropriate CAPPS Recruit security access. - It is permissible to assign the recruiter as an evaluator. Note: Always assign evaluators to open-ended questions. Only assigned evaluators can award applicants points for those questions, so questions without evaluators never receive points during screening. Note: Evaluators only see the question and the applicant's response; no additional applicant information is displayed.
Add Screening Questions	Adds another row to the <i>Screening Questions</i> grid.
Load from Question Sets	Accesses the <i>Select Question Sets</i> page, where one or more question sets can be selected, and their questions will be added to the screening question list.

Assigning Point Values for Screening Criteria

When defining job-specific criteria for a screening level:

- A point value must be assigned for each selected item (may be positive or negative values).
- The criteria grid includes a POINTS field that displays the maximum point value for each item.

Point Values

Point values are assigned depending on the type of criteria.

- Criteria that are either met or not met:
 - The POINTS field is editable, allowing a point value to be entered directly.
 - Use this method of assigning point values for:
 - General requirements
 - Education and experience requirements
 - Licenses and certifications (that an applicant either has or does not have)

Example: If there is a general requirement that the applicant be at least 18 years old, the applicant either meets or does not meet the requirement. Therefore, you can enter the point value for this requirement directly on the job opening's *Screening Criteria* page.

- Questions with potential multiple correct answers:

Note: Examples of questions with potential multiple correct answers include:

- Single choice
- Multiple choice
- Date-type
- Numeric

Question	Question Type	Single Choice
Are you a veteran?	Single Choice	
Answers		
Answer	Points	Correct Answer
Yes	10	☒
No	0	☐

- In the *Screening Requirements* group box, in the **EDIT DETAILS** field, select the **Edit Details** hyperlink to access a page that lists the possible answers.
- Enter the point value for each answer.

Point values:

- Are assigned in the question definition.
- Can be assigned to both correct and incorrect answers.
- Are awarded to applicants for the corresponding answers they provided (no points for unanswered questions).

Note: If there are multiple correct answers, the total value of the question is the sum of the point values of all correct answers.

- Open-ended questions:

- In the *Screening Requirements* group box, in the **EDIT DETAILS** field, select the **Open Ended** hyperlink to access a page where the maximum point value can be entered.
- Enter the maximum point value, which:
 - Defaults to the maximum point value assigned in the question definition.
 - Accrues to applicants as the average score from all evaluators' scores.
 - If some (but not all) evaluators entered points for the answer, only the completed evaluations are considered.
 - Applicants receive no points for unevaluated questions.

Configuring Screening Level Criteria

To configure the screening levels for the job opening, use the *Manage Job Opening* page's *Applicant Screening* section.

Field or Control	Description
MAX TOTAL POINTS	Value entered is the maximum number of points an applicant can accumulate across all screening levels. Note: During the applicant ranking process, the <i>Rank Applicants</i> page shows applicants' final scores (both as numbers and as a percentage of the value entered, which is typically 100).
MUST PASS PREVIOUS LEVELS	Selected checkbox indicates that the applicant must pass the previous screening level before being evaluated for the next one.

The job opening's screening-level definitions provide default processing rules but do not include actual screening criteria. Job-opening-specific criteria are defined by selecting from the *Applicant Screening* section's **SCREENING LEVELS**, which opens the corresponding *Screening Criteria* page. This page automatically populates a grid with relevant job-opening attributes, which can be selected for that screening level.

The recruit user configures the criteria and values during screening-level processes. The screening levels can be configured to evaluate different criteria and use different processing rules.

Example: The preliminary screening could evaluate minimum qualifications and the final screening could evaluate applicants recommended for an interview.

The *Applicant Screening* functionality is:

- Flexible and configurable for multiagency use

Note: It is recommended to start with a limited set of screening criteria and expand or refine it (as necessary) to narrow the applicant pool.

- Optional
- Includes two levels:
 - *Preliminary Screening*
 - *Final Screening*

Note: Neither screening level is required and an agency can choose to use only one level, if preferred.

Note: While this desk aid provides guidance using *Preliminary Screening* examples, both processes are identical in functionality.

Screening Criteria Page

Use the *Screening Criteria* page to add criteria to screening levels by defining the:

- *Screening Option Description* (includes the *Scoring Definitions* area)
- *Screening Requirements*

Screening Option Description

Use the *Screening Option Description* section to:

- Select the statuses applied to the applicant based on their screen results.
- Define the rules for assigning applicant statuses after screening results are determined.

Note: For values, see [Assigning Point Values for Screening Criteria](#).

For standard screening levels, the disposition (status) is assigned only when screening results are explicitly applied.

Field or Control	Description
PASS STATUS and PASS REASON	• Assign the disposition status (optional) when an application passes this screening level. • Assign the reason (optional) for the status chosen. • Select Screen as the typical assigned disposition for standard screening levels and either: ○ Leave the fields blank. – or – ○ Select Applied as the assigned disposition for online screening and prescreening. • For prescreening, the PASS STATUS is not applied until the application is submitted.
FAIL STATUS and FAIL REASON	• Assign the disposition (optional) for applicants who fail this screening level. • Select Reject as the typical assigned disposition for standard screening levels.

These page elements appear only for standard screening levels:

Field or Control	Description
LETTER	Select a rejection letter to send to applicants who fail this screening level. • The selected letter is added to the queue for the <i>Generate Recruitment Letter (HRSLETTR)</i> process after screening results are applied. • The drop-down menu includes all the letters in the <i>HRS_APP_LET</i> report definition, including those used for various purposes. Note: Take care to select the appropriate letter. The sample rejection letter that Oracle provides is <i>HRS_APP_LETTER_IR</i>.
SEND LETTER AS EMAIL WHEN	Selected checkbox indicates that the system will send failed applicants an email containing the text of the selected rejection letter.

Field or Control	Description
RESULTS ARE APPLIED	- The system sends the email (and creates a contact note) after the screening-level results are applied. - If this checkbox is selected, the letter is not added to (or, alternatively, is removed from) the queue for the <i>Generate Recruitment Letter</i> process. - Only applicants who provided an email address can receive a rejection letter via email.

Note: It is recommended to not preselect a rejection letter or enable the option to automatically send a rejection notice by email. This action should be a manually performed step by the recruit user.

Scoring Definition Area

Use the fields in the *Scoring Definition* area to define the rules for scoring screening levels (default values are defined in the screening level definition).

Note: The recruit user can manually change the applicant's disposition (status) while reviewing the screening process results.

Field or Control	Description
PERCENT NEEDED TO PASS	- Enter the minimum percentage amount of the total possible points that an applicant must have to pass the screening level. - If this field is left blank, the pass threshold is 0% and all applicants will pass. Note: Because an applicant can have only one highest level of education, applicants receive points for only one of the <i>Work Experience & Education</i> rows. If screening is based on more than one row of <i>Work Experience & Education</i> criteria, applicants are never able to earn 100% of the points available for the screening level.
USE RAW POINTS	- Select this checkbox to indicate that the screening level score is based on the total points the applicant earned for that screening level. - When this option is selected, transmutation is not available. Note: If this checkbox is selected, do not enter values in the MAXIMUM POINTS TO ASSIGN, POINTS ASSIGNED FOR PASS or POINTS ASSIGNED FOR FAIL fields.
MAXIMUM POINTS TO ASSIGN	Enter a maximum number of points to assign (optional).
POINTS ASSIGNED FOR PASS and POINTS ASSIGNED FOR FAIL	- Enter point values to assign to all applicants who pass or fail this screening level. - If these fields are left blank, the system enters 0 (zero). - Point values entered may be positive or negative.

Field or Control	Description
MANUALLY ASSIGN STATUS	- Select this checkbox (default) to allow recruiters to manually override an applicant's pass/fail status for a screening level. - If this checkbox is selected, the rest of the scoring-related page elements become read-only. To modify read-only fields: - Deselect the MANUALLY ASSIGN STATUS checkbox. - Make the changes. - Select the checkbox again. Note: It is recommended to keep the MANUALLY ASSIGN STATUS checkbox selected (default). Otherwise, the system automatically updates the applicant's status based on the selected pass/fail settings.

Note: To simplify the scoring process, it is recommended to only use the definition USE RAW POINTS.

Screening Requirements

This grid displays all available screening criteria for the screening level. Rows cannot be added to this grid; it lists only predefined job requirements criteria from the job opening's *Screening* page.

For prescreening, the grid lists only multiple-choice questions (including yes/no questions). Additional criteria can be included to use for other screening levels.

Screening Criteria						
Screening Requirements ⓘ						
1-28 of 28						
Screening Type	Item	Description	Edit Details	Use in Screening	Required to Pass	Points
Job Preferences	Travel Percent : Up to 25% of the time			☐	☐	0
Job Preferences	Minimum Salary : 4000 - Month			☐	☐	0
Job Preferences	Minimum Grade : 17			☐	☐	0
Job Preferences	RS Location : 2048			☐	☐	0
Education & Experience	Education: HS Graduate or Equivalent, 4 Years of Experience			☐	☐	0
Education & Experience	Education: Associate Degree, 2 Years of Experience			☐	☐	0
Education & Experience	Education: Bachelors Level Degree, 0 Years of Experience			☐	☐	0
Employment Question	Question: VetSpouse/Orphan-DatesofServic		Open Ended	☐	☐	0
Employment Question	Question: SpouseMember		Edit Details	☐	☐	0
Employment Question	Question: SpousePrimary		Edit Details	☐	☐	0
Employment Question	Question: Vet-Type of Discharge		Open Ended	☐	☐	0

To configure the *Screening Requirements*:

- Select the **USE IN SCREENING** checkbox to indicate that the current screening level filters applicants who don't meet the specified qualification.
- For each row with the **USE IN SCREENING** checkbox selected, specify the point value of each item:
 - For criteria with only a single possible point value, enter the value in the **POINTS** field.
 - For criteria with a range of point values that can be assigned (e.g., based on varying proficiency levels or quality of written responses), the **POINTS** field is read-only. Select **Edit Details** in the *Edit Details* column to assign points for each possibility.

The POINTS field displays the highest possible point value.

Screening Criteria							
Employment Question	Question: Spouse/Primary		Edit Details	☐	☐		0
Employment Question	Question: Vet-Type of Discharge		Open Ended	☐	☐		0
Employment Question	Question: Vet-Dates of Service		Open Ended	☐	☐		0
Employment Question	Question: Surviving Spouse		Edit Details	☐	☐		0
Employment Question	Question: Surviving Orphan		Edit Details	☐	☐		0
Employment Question	Question: Former Foster Youth		Edit Details	☐	☐		0
Employment Question	Question: Former Foster Youth <25		Edit Details	☐	☐		0
Employment Question	Question: Are you a veteran?		Edit Details	☒	☐		10
Skills Question	Question: License-TX_DL		Edit Details	☒	☐		1
Skills Question	Question: License-ST_DL		Edit Details	☒	☐		1
Skills Question	Question: Highest Level of Education		Edit Details	☒	☐		18
Skills Question	Question: MS Excel Skill Level		Edit Details	☒	☐		1
Skills Question	Question: Bachelor's Degree		Edit Details	☒	☐		1
Skills Question	Question: Customer Experience		Edit Details	☒	☐		1
Licenses and Certifications	Project Manager Professional	License/Certification		☒	☐	10	

Total Screening Points: 100

OK Cancel Apply

3. Select the **REQUIRED TO PASS** checkbox to indicate that applicants without the specified qualification automatically fail the screening level.

Note: Selecting the **REQUIRED TO PASS** checkbox does not require applicants to provide specific, predetermined information related to the qualification. However, applicants who do not provide the specific required data for a qualification (or who leave the question blank) will fail screening.

4. Select **Apply** to save the changes.
The recruit user can then configure the final screening level requirements, as applicable.

Applicant Screening

To review screening requirements and run screening processes, open the *Manage Job Opening* page.

1. Select the *Applicant Screening* tab.
2. Choose a value from the *Screening Levels* drop-down menu.
3. Select **Go**.
4. Select the chosen screen level requirements results.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [Print Job Opening](#)

Job Opening ID 100099
Job Posting Title Natural Resources Spec V_Approve2
Job Code 2686 (Natural Resources Spec V)
Position Number (Natural Resources Spec V)

Status: 010 Open
Business Unit
Department
Company

Applicants | Applicant Search | **Applicant Screening** | Activity & Attachments | Details

Screening Levels
Run: Select... Go Process Monitor

Job Opening / Jobs
Job Opening ID 100099
Job Code 2686
Natural Resources Spec V_Approve2
24 - Natural Resources Spec V

Screening Levels

Screen Level Name	Last Run Date	Submitted By	Results Applied
Preliminary Screening			
Final Screening			

Running a Screening Level

Field or Control	Description
RUN	A drop-down menu of screening levels.
Go	Select to run the screening level selected in the RUN field. If the job opening includes multiple job codes, the screening level processes all job codes with defined criteria.
Process Monitor	Select to access the <i>Process Monitor</i> page, where recruit users can monitor screening progress. Screening uses the HRS_JO_SCR Application Engine process.
Refresh icon	Select the Refresh (double arrow circle) icon to display the latest screening results after a screening process is run. The results are not available until the screening process finishes. After refreshing, check the <i>Screening Levels</i> grid's date and time in the LAST RUN DATE field to determine if the process is complete. To view the results of a screening process: 1. Select the Screening Results hyperlink. 2. Review the <i>Applicants</i> grid for that process.

To run a screening level:

1. Select the applicable screening level from the RUN drop-down menu.
2. Select **Go** to execute the **Run Control** process.
The fields in the *Screening Levels* section populate.

Screening Levels

Field or Control	Description
SCREEN LEVEL NAME	Displays the names of screening levels selected for the job opening. Select a screen level name (e.g., Preliminary Screening or Final Screening) hyperlink to access the <i>Screening Criteria</i> page. View or update criteria for prescreening from either the: • <i>Manage Job Opening</i> page's <i>Details</i> tab. – or – • <i>Applicant Screening</i> tab's <i>Screening Results</i> section.
LAST RUN DATE	Displays the date and time that the standard screening level last ran.
SUBMITTED BY	Displays the name of the user who most recently ran the standard screening level.
RESULTS APPLIED	For screening levels that were run at least once, this field displays <i>Yes</i> or <i>No</i> to indicate if the screening results were applied. The field is blank for screening levels that have not yet been run.

Screening Results

To review and apply screening results, use the *Screening Results* section under the *Applicant Screening* tab of the *Manage Job Opening* page.

Note: The *Applicant Screening* tab is visible only if the user has security access to the screening pages and if the job opening has at least one standard screening level.

To access the *Screening Results* section from the *Applicant Screening* tab:

1. Select **Preliminary Screening** in the *Screening Levels* section.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Close | Add Note | Print Job Opening

Job Opening ID 100036
 Job Posting Title Administrative Assistant V, Test Screening
 Job Code 0158 (Administrative Assistant V)
 Position Number (Administrative Assistant V)
 Post Date 01/27/2026

Status 010 Open
 Business Unit
 Department
 Company
 Remove Date 04/07/2026

Applicants | Applicant Search | **Applicant Screening** | Activity & Attachments | Details

Screening Levels | Screening Results

Run Select... Go Process Monitor

Job Opening / Jobs

Job Opening ID 100036 Administrative Assistant V, Test Screening
 Job Code 0158 17 - Administrative Assistant V

Screening Levels

Screen Level Name	Last Run Date	Submitted By	Results Applied
Preliminary Screening	01/27/26 11:15AM		No
Final Screening			

The *Screening Results* page displays.

Applicants | Applicant Search | **Applicant Screening** | Activity & Attachments | Details

Screening Levels | Screening Results

Run Select... Go Process Monitor

Apply Results

Screening Levels

Select	Job Code	Job Code Name	Primary Job	Screening Level	Last Run Date	Applicants Screened	Applicants Passed	Applicants Failed	Unapplied Results	Submitted By
*	0158	Administrative Assistant V		> Preliminary Screening	01/27/26 11:14PM	5	5	0	5	

Applicants

Select	Score-i	Points	Applicant Name	Applicant ID	Disposition	Screening Result	Results Applied	Status Date	Applicant Type	Route	View Rating
☐	65%	26.0		10025	620 Reviewed	Passed	No	01/27/2026	External Applicant		
☐	58%	23.0		10022	620 Reviewed	Passed	No	01/27/2026	External Applicant		
☐	33%	13.0		10021	620 Reviewed	Passed	No	01/27/2026	External Applicant		
☐	3%	1.0		10012	620 Reviewed	Passed	No	01/27/2026	External Applicant		
☐	0%	0.0		10013	620 Reviewed	Passed	No	01/27/2026	External Applicant		

Select All Deselect All Route Merge

2. Review applicant responses.
3. Adjust screening criteria, as necessary.

Note: If the criteria are updated, the screening process must be rerun and the system automatically recalculates and updates each applicant's score accordingly.

Understanding Open-Ended Question Evaluations

Evaluators review responses to open-ended questions associated with a job opening. When the system receives an application that includes answers to open-ended questions, it notifies the assigned evaluators that their assessment is required. Only assigned evaluators can award points for an applicant's answers.

During screening, an applicant's score for an open-ended question is calculated as the average of all submitted evaluations.

Example: If a question has three evaluators and only two submit evaluations, the system averages the two submitted scores and disregards the missing one.

If no evaluations are submitted, the applicant receives no points for that question.

If an applicant appears to have received zero points for an answer, recruiters can:

- Review the applicant's questionnaire to determine if the score resulted from missing evaluations.
- Use the *My Alerts* page and the *Unevaluated Answers* page to send reminder notifications to evaluators who have not completed their reviews.

Reviewing Applicant Screening Results

The *Applicants* grid shows details for the screening level selected in the *Screening Levels* grid.

The screenshot shows the 'Applicant Screening' tab in the CAPPS system. At the top, there are tabs for 'Applicants', 'Applicant Search', 'Applicant Screening' (active), 'Activity & Attachments', and 'Details'. Below these, there's a 'Screening Levels' section with a dropdown menu set to 'Screening Results' and buttons for 'Run', 'Go', 'Process Monitor', and 'Apply Results'. The 'Screening Levels' table has columns: Select, Job Code, Job Code Name, Primary Job, Screening Level, Last Run Date, Applicants Screened, Applicants Passed, Applicants Failed, Unapplied Results, and Submitted By. The first row shows Job Code 1018, Accountant IV, 1-Preliminary Screening, and 5 Applicants Screened. Below this is the 'Applicants' grid with columns: Select, Score, Points, Applicant Name, Applicant ID, Disposition, Screening Result, Results Applied, Status Date, Applicant Type, Route, and View Rating. The 'Score' and 'Results Applied' columns are highlighted with red boxes. At the bottom, there are buttons for 'Select All', 'Deselect All', 'Route', and 'Merge'.

Select	Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result	Results Applied	Status Date	Applicant Type	Route	View Rating
☐	5%	5.0		10027	030 Screen	Passed	Yes	04/08/2026	External Applicant		
☐	5%	5.0		10029	030 Screen	Passed	Yes	04/08/2026	External Applicant		
☐	0%	0.0		10037	112 Failed Prescreening	Failed	Yes	04/08/2026	External Applicant		

Applicants grid options and fields actions apply to single or multiple applicants:

Single Applicants

- **SCORE** – Select the score percentage hyperlink to view the applicant's score and the points earned for the screening level.
- **SCREENING RESULT** – View the applicant's screening result.
- **ROUTE** – Select the icon in the **ROUTE** field to display the *Route Applicant* page, where recruiters send applicant information to recipients who provide input on the applicant's next steps.

Multiple Applicants

- **SELECT** – Use the **SELECT** checkboxes to group multiple applicants.
- **Route** – Select **Route** below the *Applicants* grid to initiate sending selected applicants' information to recipients for input and to open the *Route Applicant* page, where recruiters complete the routing action.
- **Merge** – This function is not used by CAPPS.

Applying Screening Results

Once satisfied, select **Apply Results** to finalize screening results.

This screenshot is identical to the one above, showing the 'Applicant Screening' interface. It highlights the 'Apply Results' button in the top navigation bar and the 'Route' and 'Merge' buttons at the bottom of the 'Applicants' grid. The 'Score' and 'Results Applied' columns in the 'Applicants' grid are also highlighted with red boxes.

When screening results are applied, the system:

- Updates applicants' dispositions (statuses) according to the settings in the screening level definition.
- Displays the disposition (status) that will be applied when the screening results are reviewed.

Note: There are separate settings for applicants who pass and applicants who fail the screening level.

- Creates rejection letters for applicants who fail the screening level. This is triggered when the *Send Letter as Email When Results Are Applied* checkbox is enabled.

Note: It is recommended to assign dispositions (statuses) and send rejection letters to applicants manually.

- Updates the applicant data to show that the screening results were applied.
 - Yes displays in the RESULTS APPLIED field when screening results are applied to an application. No displays in the RESULTS APPLIED field before screening results are applied.
 - Results are applied to every applicant with screening results.
 - If an applicant has results for multiple screening levels, the system uses the disposition (status) settings and rejection letter settings from the last screening level.
 - Since applications are excluded from subsequent runs of the screening-level process after results are applied, the only reason to run the screening process again is if new applications are linked to the job opening.

Note: Results are applied to an application rather than to an applicant. Therefore, if an applicant submits an additional application after results were applied to an earlier application, the new application is included in the screening process.

To move an applicant to the next step in the recruiting process, see the *Managing Applicant Status and Processing Applications* desk aid.

Revision History

Date	Description of Change	Changed By
July 1, 2026	Initial release.	S. Keltgen