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Core Questions


The Core Questions page allows you to add, edit, inactivate, and search core questions. Core questions can be customized to fit your organization's need and serve as a way to standardize questions that applicant's answer according to job position. To accomplish this, core questions are associated with [forms](#) that are [linked](#) to [job positions](#). Core questions also allow applicants to standardize the application process by pre-filling core questions on their [Profile Questions](#) page. A list of existing core questions is displayed in a grid on this page.

[Basic Navigation](#) See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

[Return to Admin Tools](#) You can return to the [Admin Tools](#) page at any time by clicking **Admin Tools**.

[Records](#) Click **Records** to select the number of records to display.

Add or edit core questions

| Field | Description |
|--|--|
| Add New + or  | The Add/Edit a Core Question window will open. Use the Add/Edit a Core Question window to create or edit core questions. |

Click and drag a numbered cell on the left of the question's row to reorder questions. **Note:** Sorting is disabled when filters are in place.


View core questions

There are two ways to view or search core questions.

- You can view and [search](#) core questions using the **Search** field or by using the [drop-down menus](#) and [search boxes](#) located within each column.
- You can also fine-tune your search by using a combination of drop-down menus and column search boxes.

| Field | Description |
|----------------------|---|
| Form | Click [v] to select options for the column. |
| Group Heading | Click [v] to select options for the column. |
| Question | Dynamically search a column based on input typed into the field. |
| Type | Click [v] to select options for the column. |
| Data Label | Use the data label for the question (e.g., FirstName, Address, Email, etc.). Dynamically search a column based on input typed into the field. |
| Start Date | Displays the start date associated with a specific core question. |

Inactivate core questions

| Field | Description |
|---|---|
|  | Inactivate a question. A confirmation message is displayed prompting you to continue. OK: Delete the row. Cancel: Cancel and return to the previous page. |

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