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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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