

# Table of Contents

**Core Questions** ..... 1



# 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
<b>Add New +</b> <b>or</b> 	The <a href="#">Add/Edit a Core Question</a> 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
<b>Form</b>	Click <b>[v]</b> to select options for the column.
<b>Group Heading</b>	Click <b>[v]</b> to select options for the column.
<b>Question</b>	Dynamically search a column based on input typed into the field.
<b>Type</b>	Click <b>[v]</b> to select options for the column.
<b>Data Label</b>	Use the data label for the question (e.g., FirstName, Address, Email, etc.).
<b>Start Date</b>	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. <b>OK:</b> Delete the row. <b>Cancel:</b> Cancel and return to the previous page.

From:  
<https://help.ascendertx.com/careerportal/> - CP

Permanent link:  
<https://help.ascendertx.com/careerportal/doku.php/corequestions?rev=1488822781>

Last update: **2019/12/10 09:30**

