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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

Field	Description
Form	Filter by the form.
Group Heading	Filter by the group heading. A group heading is another way to index core questions.
Question	Filter by the question.
Type	Filter by the type of question (e.g., text, Dropdown, Date Selector).
Data Label	Filter by data label (e.g., FirstName, Address, Email, etc.).
Start Date	Filter by start date associated with the 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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