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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  |
|--------------------------|--|
| <b>Add New + or Edit</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

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

## Inactivate core questions

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

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