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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.

## Add or edit core questions

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

The drag-and-drop feature is available allowing you to change the order of the 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.<br>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 |
|---|---|
| **Delete** | Inactivate a question. A confirmation message is displayed prompting you to continue.<br>**OK**: Delete the row.<br>**Cancel**: Cancel and return to the previous page. |

## Other functions and features

| | |
|---|---|
| **Documents** | View or attach supporting documentation. |

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