# Table of Contents

**Add a Custom Question** ..... 1

# Add a Custom Question

The Add a Custom Question window allows you to add and edit custom questions that are specific to a job posting. This window has two tabs (Question and Validation) that are accessible by clicking the tab's title. The **Question** tab opens by default.

## Add or edit a custom question

### Question tab

Each field under the Question tab corresponds to a column heading under Review Current Questions on the Post A Job page. Enter the question information in the following fields under the Question tab. Required fields are marked with a red asterisk (<fc #ff0000>*</fc>).

| Field | Description |
|---|---|
| **Question Status** | Click **[v]** and select inactive, active, or private as a question status. |
| **Question** | Type the question information that the applicant will see. |
| **Data Label** | Type the data label that identifies the type of question that you are adding or editing. |
| **Group Heading** | Add a group heading to categorize core questions into groups within a specific form. Creating group headings makes searching core questions easier. |
| **Form Type Element** | Select how the applicant will answer the question.<br>•<br>*Text*: Inserts a space for applicants to type in.<br>•<br>*Radio Button - Horizontal*: Inserts radio buttons horizontally with text and values you assign.<br>•<br>*Radio Button - Vertical*: Inserts radio buttons vertically with text and values you assign.<br>•<br>*Check Box*: Inserts check boxes with text and values you assign.<br>•<br>*Text Area*: Inserts a text box for applicants to type their responses.<br>•<br>*Date Selector*: Inserts a calendar from which the applicant can select a date.<br>•<br>*Dropdown*: Inserts a drop-down field with text and values you assign.<br>•<br>*Label*: Used to provide instructions or other non-question information.<br>•<br>*Upload*: Facilitates applicant file uploads such as a resume or a certificate.<br>•<br>*Attachment*: Files attached by the client such as agreement statements.<br>•<br>*Attachment - Read/Agree*: Inserts a check box that asks whether the applicant agreeswith the information in an attachment. |

## Validation Tab

The **Validation** tab provides optional fields that can be assigned to a core or custom question. You may select one or any combination of validation types. Note that some validation types require a validation value. Validation values are typed into the **Value** field. Validation types that require a validation value are noted below.

| Field | Description |
|---|---|
| **Required** | Makes the core question required. |
| **Email Format** | Ensures that the applicant's email address is in the correct format (xxxxxxx@xxxxxx.xxx). |
| **Minimum Length** | Sets the minimum length to an applicant's response. (**Value** field) |
| **Maximum Length** | Sets the maximum length to an applicant's response. (**Value** field) |
| **URL Format** | Checks whether the value is in correct URL format. |
| **Date (Any Format)** | Accepts the date in any format. |
| **Number Only (w/Decimal)** | Only accepts numbers with a decimal. |
| **Number Only (w/o Decimal)** | Only accepts numbers without a decimal. |
| **Minimum** | Sets the minimum length for a core question response. (**Value** field) |
| **Maximum** | Sets the maximum length for a core question response. (Value field) |
| **Alphanumeric** | Accepts numbers and letters. |
| **Letters Only** | Only accepts letters. |
| **Letters (w/Basic Punctuation)** | Accepts letters with basic punctuation. |
| **No Whitespace** | Checks for whitespace. |
| **Phone Number (US Format)** | Ensures that an applicant's phone number is in the right format (xxx-xxx-xxxx). |
| **State** | Ensures that the state two-letter abbreviation is correct. |
| **ZIP Code** | Ensures that the applicant's ZIP code is correct. |
| **Alphanumeric (w/Basic Punctuation)** | Accepts letters and numbers with basic punctuation. |

- Save your question.
- Cancel and return to the previous page.

From:
https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
**https://help.ascendertx.com/careerportal/doku.php/general/addacustomquestion?rev=1487022049**

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