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# 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   |
|--------------------------|---|
| <b>Question Status</b>   | Click [ <b>v</b> ] and select inactive, active, or private as a question status.  |
| <b>Question</b>          | Type the question information that the applicant will see.  |
| <b>Data Label</b>        | Type the data label that identifies the type of question that you are adding or editing.  |
| <b>Group Heading</b>     | Add a group heading to categorize core questions into groups within a specific form. Creating group headings makes searching core questions easier.   |
| <b>Form Type Element</b> | <p>Select how the applicant will answer the question.</p> <ul style="list-style-type: none"> <li>• <i>Text</i>: Inserts a space for applicants to type in.</li> <li>• <i>Radio Button - Horizontal</i>: Inserts radio buttons horizontally with text and values you assign.</li> <li>• <i>Radio Button - Vertical</i>: Inserts radio buttons vertically with text and values you assign.</li> <li>• <i>Check Box</i>: Inserts check boxes with text and values you assign.</li> <li>• <i>Text Area</i>: Inserts a text box for applicants to type their responses.</li> <li>• <i>Date Selector</i>: Inserts a calendar from which the applicant can select a date.</li> <li>• <i>Dropdown</i>: Inserts a drop-down field with text and values you assign.</li> <li>• <i>Label</i>: Used to provide instructions or other non-question information.</li> <li>• <i>Upload</i>: Facilitates applicant file uploads such as a resume or a certificate.</li> <li>• <i>Attachment</i>: Files attached by the client such as agreement statements.</li> <li>• <i>Attachment - Read/Agree</i>: Inserts a check box that asks whether the applicant agrees with the information in an attachment.</li> </ul> |

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

- Click **Save Question** to save your question.
- Click **Cancel** to return to the previous screen.

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