How to Create Job Questions

This manual applies to:

http://admin.prevueaps.com

http://admin.prevueaps.ca

http://admin.prevueapspro.com

http://admin.recruit4business.com

Creating Job Questions

Step One:

Login to the PrevueAPS Admin Area:

Enter Username and Password

Step Two:

Select the **"Jobs"** icon at the top of your screen.

Step Three:

Select the **"Job Questions"** tab from the jobs dashboard.

Step Four:

Select the **"Green Plus"** icon to add a new group of job questions.

Step Five:

Complete the **"Add New Job Question Group"** form. Please reference the screen shot below.

1. **Title-**
   This is only the title for the group of questions you will assign to a job listing. (i.e. Customer Service Associate.) You will be prompted to add the actual questions immediately after you click **"Add New".**

2. **Active-** From the drop down menu, select (Yes or No) if the group of questions is active. This will allow the group of questions to be visible as an option when assigning a screening questions group to a Job Listing/Application.

3. **Instructions-**
   Fill in any additional instructions your applicants will need to know to effectively answer the question in this group. Instructions are not a required field. (i.e. Please answer the following questions as they pertain to the job you are applying for.)

4. **Copy Screening Questions-**
   This feature allows you to copy all of the questions and answers from a previously created screening questions group. You can then go on to add additional questions to the new group. This will save you time from re--entering questions into a new group (that you already have in a prior group), when you are looking to add only one or two additional questions for your new screening questions group.

By selecting **"Add New"** you will save the new screening questions group to the list, and be taken directly to the **"Add New Question"** page. (See below.)
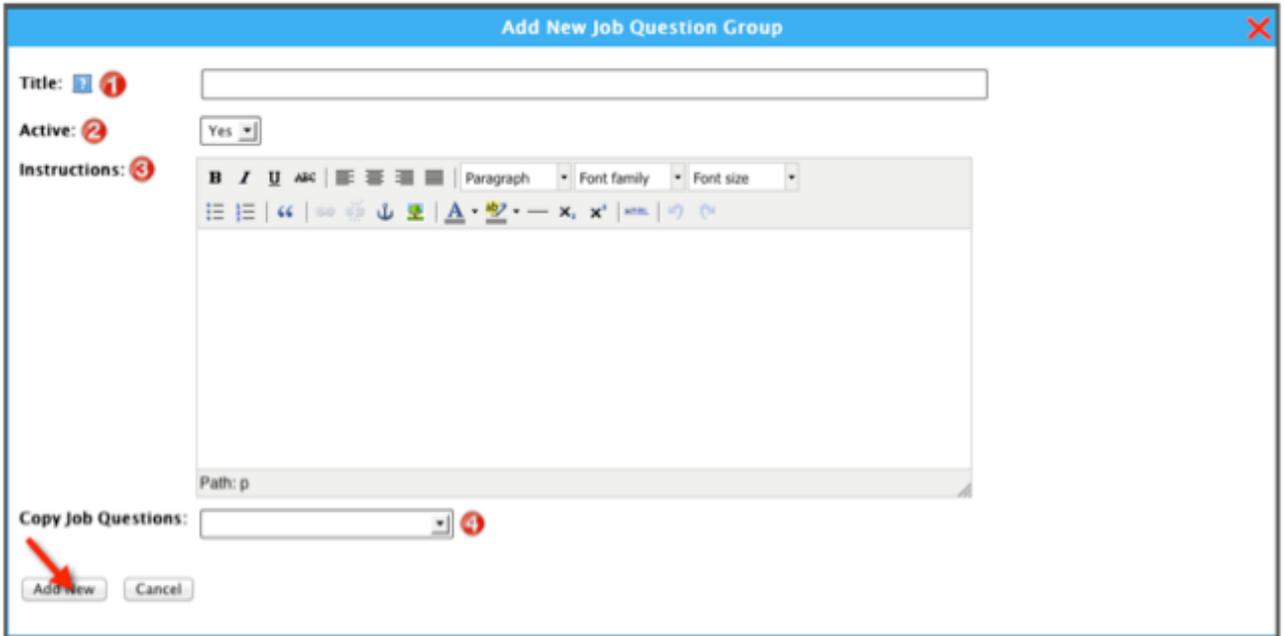
Step Six:

Complete the **"Add New Question"** form.

1. **Is Active-**
   From the drop down menu select (Yes or No). This will decide whether or not you want that question to be active in this group.

2. **Is Required-**
   From the drop down menu select (Yes or No) if you want the question to be required. This requires the applicant to answer the question on the application.

3. **Question**-
   Type out the full question you want displayed for the applicant. The applicant will be able to see everything typed in this box.

4. **Question Preview-** This shows how the question will be displayed to your applicants.

5. **Answer Type-**
   This is how the answer to your question will be displayed. Please see the *Note for explanations of each answer type below**.

6. **Order-**
   This is the order the question will display in the group. "1" would be the first   question displayed to the applicant for this group.

   By selecting "Add New and Begin New Question" you will save the question to the screening questions group, and be prompted to enter your next question. Continue adding additional questions until you are satisfied with your questions group. Simply click "Add New" after creating your last question for the group.

Tip: Group like questions within one screening group title. Create new groups for like questions.

*Note:

We have 5 answer types:

- **Small Text-** Produces a small box that allows for a short answer response.

- **Large Text-** Produces a large box that allows for a long answer response.

- **Drop Down Menu-**
  Produces a list of text fields in a drop down menu that you can manually enter your responses into; this is similar to a multi--choice question.

- **Checklist**-
  Produces multiple text fields and allows the applicant to select more than one correct answer.

- **Option Button**-
  Produces a list of text fields in a multiple-choice question that you can manually enter your responses into.

- **Yes/No-**
  Produces and auto-populates Yes or No text in the text fields, similar to a drop down menu. You have the option to add additional answers if needed. (i.e. you could add the answer "sometimes" if you would like to give your applicants that option.)
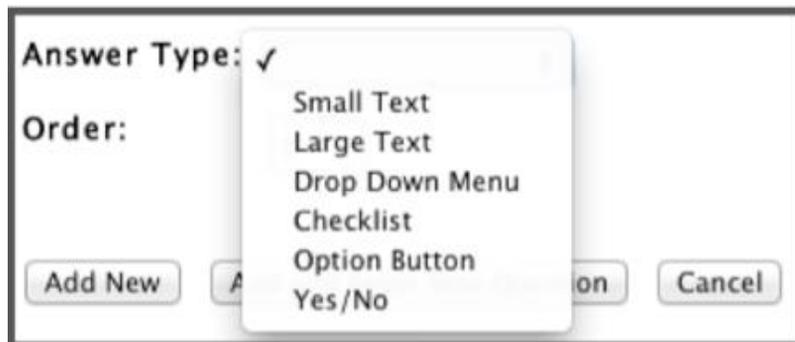
If you select Drop Down Menu, Checklist, Yes/No or Option Button, there will be additional text fields for you to enter the possible answers into.

1. **Disqualifier-** By selecting yes for the disqualifier, it does not automatically eliminate an applicant from the system. It only flags them as not meeting your basic qualifications, so you are not spending time viewing unqualified applicants. *Note: the applicants are unaware of being flagged.

2. **Order-** You do not need to assign an order to the answers. The answers will appear in the order they are entered. If you would like to change the way the answers display to an order other than they way you have entered them, you can assign a different number to the answer.

Additional Functions/Icons:

Edit-

If you need to edit any field in the screening questions dashboard you can select the "Magnifying Glass" icon to edit that field.

Archive or Make Inactive-

If you are unhappy with a question or you have a question you no longer want to use, you can click on the "Red Arrow" icon to archive or make that question inactive. In order to view inactive questions or groups select "Show Inactive".

Note: Upon editing your job questions, do not change the content of the questions and/or answers in a manner that will alter their original meaning, or in the original order the answers are displayed.

* If you have any additional questions please contact your authorized Prevue Distributor or Prevue Support at support@prevuehr.com.