CU Careers: Step-by-Step Guide

Creating Prescreening Questions

This guide describes how to create requisition-specific prescreening questions as well as how to add questions from the library of questions HR has created in order to make it easier to identify top candidates. Please see the ACE Step-by-Step Guide for more details on how to fully leverage prescreening questions by defining candidate answers as meeting a requirement or fulfilling an asset.

Editing an Existing Prescreening Question

To copy and edit an existing prescreening question to be used only on this requisition:

1. Access the requisition.

2. Click **Edit**. Edit

3. Navigate to the **Prescreening** section.

4. Click the double-paper icon.

5. Click **Select** next to the right of question you want to edit. Select

6. Make any edits to the question in the **Question** textbox.

7. Click **Save and Close**.

Creating a New Prescreening Question: Single Answer

To create a single answer question to be used only on this requisition:

1. Click the single-paper icon.

2. From the **Answer Type** dropdown, select **Single Answer**.

3. Under Answer Display, select either **Radio buttons** or **Pop-up list**.

4. In the **Question** text box, type the question.

5. In the **Possible Answers** section, type possible answers for the question.

6. Click **Save and Close**.

Creating a New Prescreening Question: Multiple Answers

To create a question with multiple answers:

1. Click the single-paper icon.

2. From the **Answer Type** dropdown, select **Multiple Answers**.

   Answer Type
   Multiple Answers ▼

3. Under Answer Display, click either **Radio buttons** or **Pop-up list**.
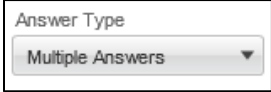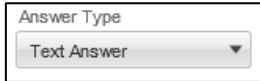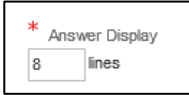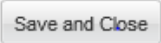
4. In the **Question** text box, type the question.

5. In the **Possible Answers** section, type possible answers for the question.

6. Click **Save and Close**.

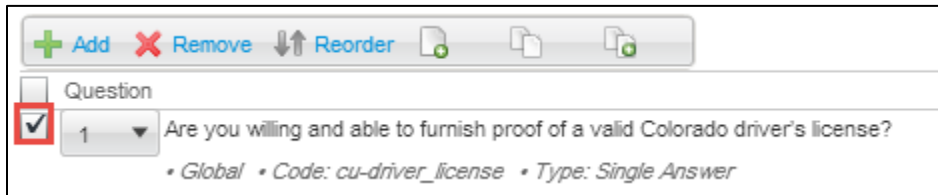# Creating a New Prescreening Question: Text Answer

To create a question that has an open text field for response.

1. Click the single-paper icon.

2. From the **Answer Type** dropdown, select **Text Answer**.

   Answer Type
   Text Answer ▼

3. In the **lines** box, type the number of lines you want to limit the response to.

   * Answer Display
   8 lines

4. In the **Question** box, type the question.

5. Click **Save and Close**.

Duplicating an Existing Prescreening Question

If you want to modify an existing question, it can be duplicated as opposed to creating another from scratch.

1. Select the question that should be duplicated.

   ➕ Add ✖ Remove ⬆⬇ Reorder

   ☐ Question
   ☑ 1 ▼ Are you willing and able to furnish proof of a valid Colorado driver's license?
        • Global • Code: cu-driver_license • Type: Single Answer

2. Click on the double-paper icon.

3. Follow the steps above for modifying the question by changing the Answer Type, Answer Display and Possible Answers.