**Adding Pre-Screening Questions**

Once the position is created, questions can be added that candidates will need to answer during the application process that will help Talent Acquisition identify qualified candidates. If the candidate answers no to any of the questions, their status will be noted as Initial DNQ in the candidate list.

TIP – Add the Pre-screening questions prior to posting the job so all candidates will have the same experience and can be evaluated equally.

1. Navigate to the desired Job profile (even if it hasn't been approved.), and select the **Additional Info** tab.
2. Select **Add Questions** button.
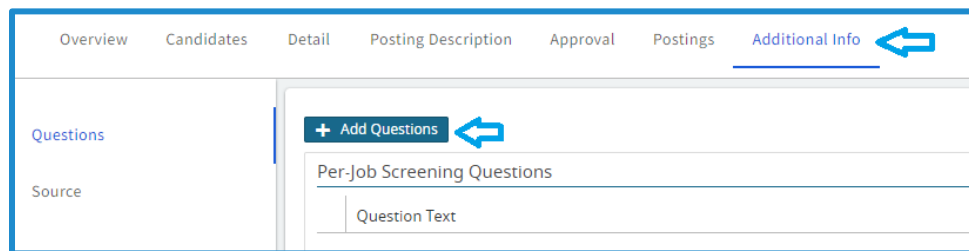
3. A pop-up screen will be presented, to select the category of the questions, click **inside Filter by Category** to select specific questions related to the job.
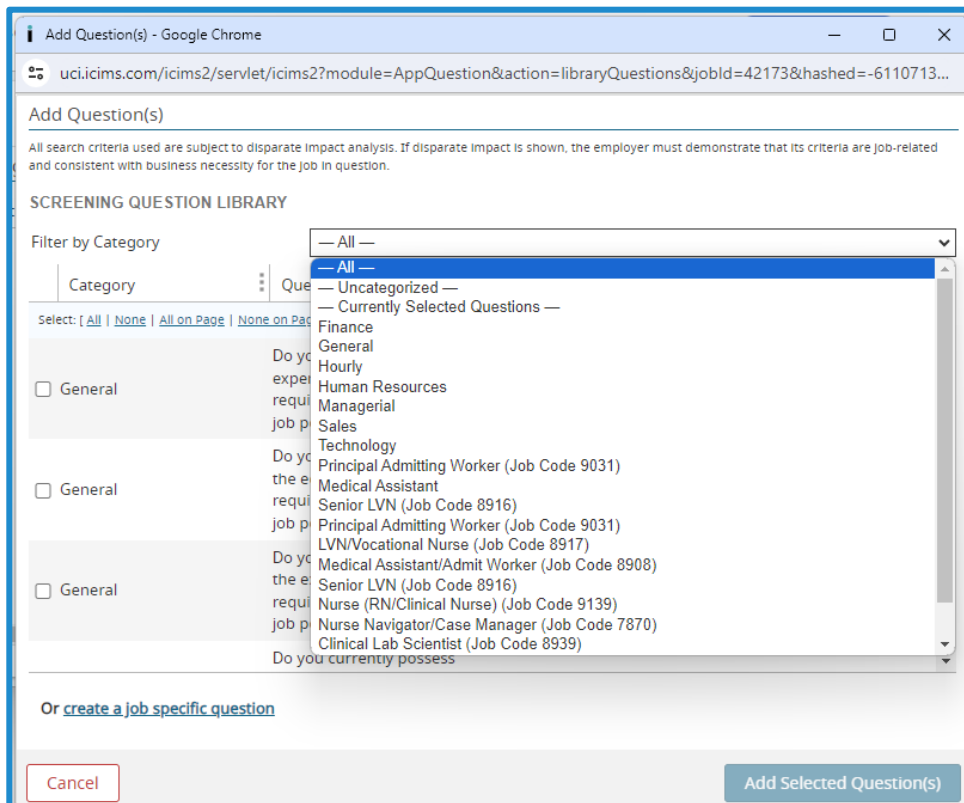
4. To insert the questions, click on the box next to the question and press the Add Selected **Question**s button. (Note, the number of questions selected will be indicated on the button)
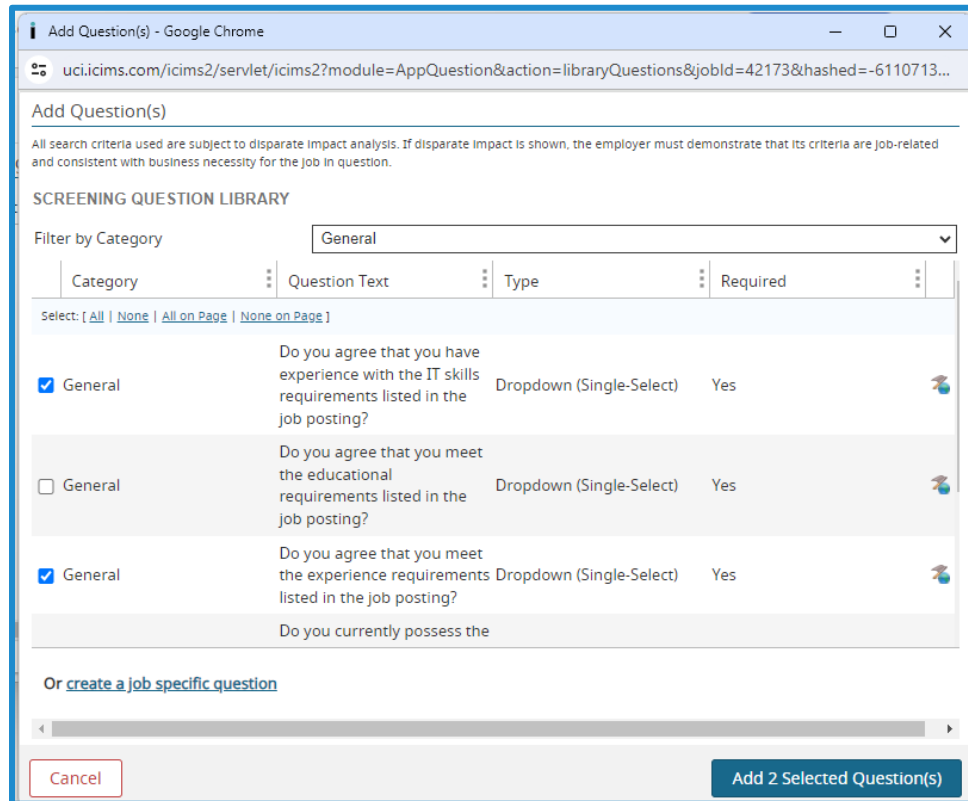
5. Questions can be asked from multiple categories. Repeat steps 2 – 4 to select the questions you need from the necessary categories to build the pre-screening questionnaire.
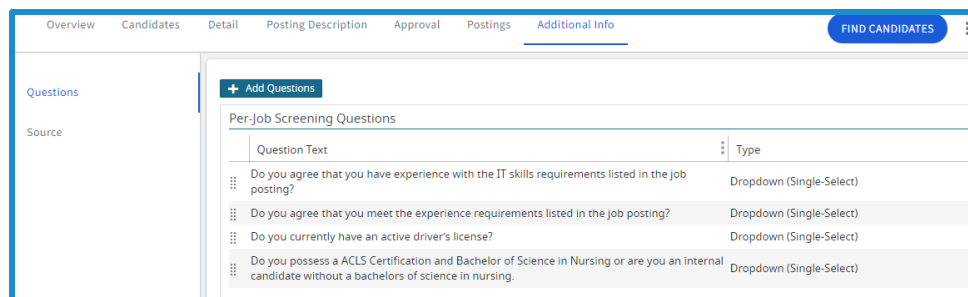
Candidate Experience

After answering the demographic questions and before completing the application, the prescreening questions will be presented.   The candidate will make their selections and press **Submit.**

Pre-screen Questionnaire results

The results of the prescreen questionnaire will be shown in the status column in the candidate section. To see the answers to the questions, click on the darkened info icon.