

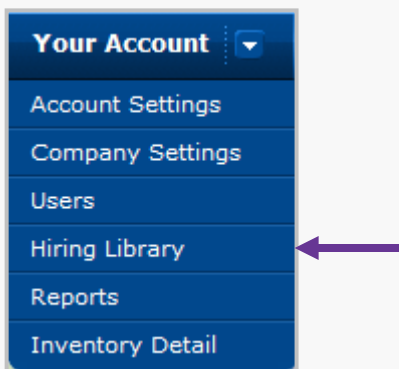
CREATE A SCREENING QUESTIONNAIRE

Step-by-Step Actions

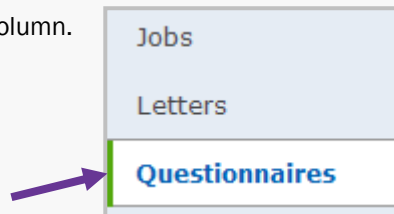
Example of when to use:

Once you create a screening questionnaire in your hiring library, you can re-use it on other job postings or you can edit it and make changes so it applies to a different job posting. Questionnaires will help you screen job seekers applying to your posting, which will assist you in understanding whether a candidate is a good match for a particular posting.

1. Place the mouse over the **"Your Account"** tab, and then click on **"Hiring Library"**.



2. Select **"Questionnaires"** from the left column.



3. To create a new questionnaire, click **Create Questionnaire**.

4. Enter the **"Name"** of your questionnaire.

The Name reflects the purpose of the questionnaire.

Name *

Note: Questionnaire name is not visible to job seekers.

Candidates will not see the Name.

* indicates a **REQUIRED** field

5. Enter the **"Introduction"** of your questionnaire.

Introduction

Enter text that introduces your questionnaire to candidates.

their interest and establish an expectation for the remaining steps in the process.)

Candidates will see the introductory text. (e.g. You could thank candidates for

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6. Add a new question and/or import an existing question to your questionnaire.

| | | |
|--|----------------------------|---|
| <p>To add a new question:</p> <p>Continue with Step 7</p> | <p>⋮</p> <p>⋮</p> <p>⋮</p> | <p>To import a question from an existing questionnaire:</p> <p>Skip to Step 14</p> |
|--|----------------------------|---|

7. **To Add a New Question:**
Click 

8. Type your question in the box. If you do not want to require the candidate to answer the question, uncheck the box next to **“Required question”**.


Question *

Required question (i.e., candidate must respond)

9. Select the response type.

Response Types:

- Multiple Choice
- Yes/No
- Text

 **Multiple Choice**
Responses: enter each answer choice on a separate line.

Answer Type *

Multiple Choice
Multiple Choice

Yes/No
Candidates can reply with either a "Yes" or "No" response.

Text
Candidates will write a complete text response to your question.

Text responses may provide you with extremely valuable information, such as, a succinct explanation of why the candidate would be a good fit for the position, or highlighting difficulty in expression or spelling, which is important in many positions.

10. If you do not want to assign a score to each answer, uncheck the box above the score drop-down menu.

Assign a score to each answer [Learn more](#)

Neutral ▼

Neutral ▼

Neutral ▼

Neutral ▼

Keeping the box checked can help you to rank the candidates that apply to your posting. The ones that are a closer match to the screening requirements in your questionnaire receive higher screening scores.

Text responses cannot be scored.

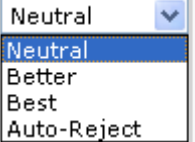


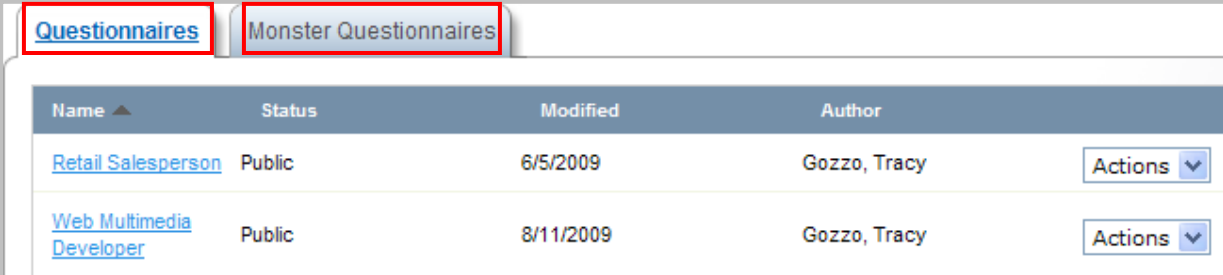
11. If you kept the box in the previous step checked, then select a score from the drop-down menu for each answer.

The candidate's score will be based on the average score of all questions that are scored.

If a candidate selects an auto-reject answer, the score for the entire questionnaire is marked as auto-rejected.

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| | | | |
|-----|---|--|--|
| | <p>Multiple Choice Responses: If you would like to allow the candidate to select more than one answer, then check the box at the bottom of this screen.</p> |  | <p>Point Scores:</p> <ul style="list-style-type: none"> • Neutral - 1 • Better - 2 • Best - 3 • Auto-Reject - 0 |
| 12. | Click  to save the question to your questionnaire. | | |
| 13. | Repeat Steps 7 - 12 to add additional NEW questions to your questionnaire. | | |
| 14. | <p>To Import an Existing Question:</p> <p>Click .</p> | | |
| 15. | <p>Click on either the “Questionnaires” tab or the “Monster Questionnaires” tab.</p> <p>The “Questionnaires” tab displays questionnaires you have stored in the Hiring Library.</p>  <p>The “Monster Questionnaires” tab displays questionnaires developed by Monster, which are grouped into different categories.</p> | | |

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16. Click on the appropriate title from the list to view the questionnaire.

For Monster Questionnaires, keep **"All Monster Questionnaires"** selected or select a category of questionnaires from the **"View"** drop-down menu.

View All Monster Questionnaires 

All Monster Questionnaires

- Architecture And Engineering
- Arts, Design, Entertainment, And Media
- Building And Grounds Cleaning And Maintenance
- Business Operations, HR, And Financial Services
- Community, Social Services, And Nonprofit
- Computer, Information Technology, And Mathematical
- Construction, Trades, Production, And Warehousing
- Education, Training, And Library
- Farming, Fishing, And Forestry
- Food Service, Travel, And Personal And Consumer Services
- Healthcare And Safety
- Healthcare Support (Nursing, PT, Healthcare Support)
- Installation, Facilities, Maintenance, And Repair
- Legal
- Life, Physical, And Social Science
- Office, Administrative, And Customer Support
- Personal Care And Service
- Production
- Protective Services And Military
- Sales And Marketing
- Transportation, Material Moving And Warehousing

17. Scroll through the list of available questions.

Check the box to the left of the questions that you want to import.

You may also select all of the questions by checking the box, "Select All".

| Questionnaire: Web Multimedia Developer | | | | |
|---|---|---|------------------------|----------|
| Select All | Questions | Answers | Scoring | Required |
| <input type="checkbox"/> | How many years of experience do you have as a web developer? | Less than 1 1 - 2 3 - 5 6 - 9 10+ | No Scoring Assigned | Yes |
| <input type="checkbox"/> | How many years of experience do you have in this field or in similar occupations? | Less than 1 1 - 2 3 - 5 6 - 9 10+ | No Scoring Assigned | Yes |

18. At the bottom of the window, click **Import** to import the question(s) to your questionnaire.

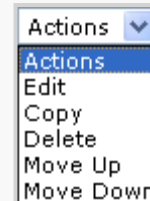
19. Repeat Steps 14 - 18 to import additional questions to your questionnaire.

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20. Once you have imported all of your questions, you can arrange your questionnaire the way you want it to appear to candidates.

- Copy
- Modify
- Delete
- Move Up (not available on first question)
- Move Down (not available on last question)



21. **OPTIONAL STEP (but recommended):**

“Spellcheck” and/or “Preview” your questionnaire.



These actions are located to the top and bottom right of the “Add Question” and “Import Question” buttons of the list of questions.

22. After all of your questions have been prepared, indicate if you would like to send an “Auto-Reply Letter” to candidates.

Don't send a letter:

- Skip to Step 25

Send a letter, select one of these two options:

- Send the same letter to all candidates (Go to Step 23)

OR

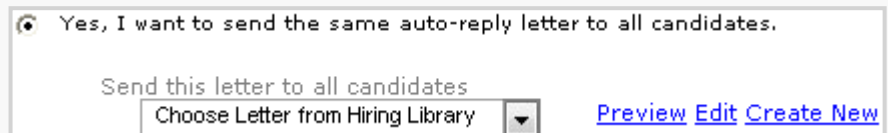
- Send different letters to candidates, based on their score. For example, send one letter for those who scored neutral or higher, and one for those who were auto-rejected. (Go to Step 24)

23. If you choose “Send the same letter”, then either:

- Choose an existing letter from the Hiring Library

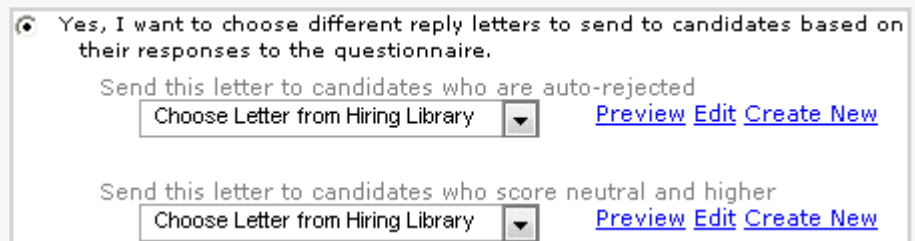
OR

- Create a new letter



24. If you choose “Send a different letter”, then select or create two new letters:

- A letter for candidates who were auto-rejected
- A letter for candidates who scored neutral or higher



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25. If you would like to mark your questionnaire private (questions only) so that only you can use it, check the box before "Mark questionnaire private".

Mark questionnaire private (not accessible by other users).

This refers to the questions of the questionnaire only. It does not refer to the results.

26. Click [Save Questionnaire](#) to save your questionnaire in the "Hiring Library". Refer to the job aid titled "Managing Questionnaires" to learn more about what you can do with a questionnaire from the Hiring Library.