Creating Pre-screening Questions in PeopleAdmin

Access to the function 2

Creating a *new* question 3-4

Reviewing previously created questions 5-6

Using previously created questions 7
Access to the function

1. The 5th tab on a requisition provides access to creating a screening question.

2. Click the "Add a Question" tab to create a question for the requisition.
Creating a New Question

1. If the Department wants to create a new question without reviewing questions in the library then press the "Create a Question" link.

*Important note: be certain to review all the questions your department has created before creating a new one. This review is achieved by using the "search by keyword" function and using the department code (see page 6 for details).*

2. Fill in the text box. The format is Dept. Code / Two spaces / Question

3. Determine whether the question is a Closed-Ended or Open-Ended question and select the appropriate option.

4. When selecting a closed-ended question, the option of up to 7 different answers is available.
5. When selecting an open-ended question select how much text the applicant will be allowed to create: short text of less than 50 characters or long text of more than 50 characters.

6. Prior to the requisition's posting, all questions submitted with the requisition will be reviewed by CHR Employment Services. An Employment Consultant will contact the Submitter if any modifications of a particular question are required.
Reviewing previously created questions

If the department wants to review previously created questions then there are two different ways to search for questions in the Screening Questions library:

1. **Search by Keyword**: Enter in a word or number into the open field. Any questions with that particular word or number will appear. **If the department wants to view only those questions created by your department, then write in the department's code** (e.g. 0578).

2. **Search without using a keyword**: Press the "Search" button without entering a keyword and every question available in the Screening Question library will appear in the order that they were approved.
The screen shot below is an example of what appears using the generic "search" option.

Important Note:

Questions in the PA Question Library appear in the order in which they were created and approved. Thus the oldest question submitted will appear at the top and newer questions will appear at the bottom. They will not appear in any numerical or alphabetical order.

The arrow located by the phrase "Question Text" can be pressed to reverse the order of the questions appearing - from old to new to new to old.
Using questions from the Screening Questions Library

View/Add method  (only when reusing your department's previously created questions)

1. A department may re-use a question created by their department and add it to the department's requisition by simply pressing the "View/Add" link and completing the indicated process. You will be able to view the question but not make any changes to the question or the responses. The department code preceding the question must be the same as the department code for the requisition.

<table>
<thead>
<tr>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Record</td>
</tr>
<tr>
<td>Question Text</td>
</tr>
<tr>
<td>9603 How many years have you operated a GE Tesla MRI scanner?</td>
</tr>
</tbody>
</table>

Copy/Cut/Paste method  (when using another department's question or needing to modify a pre-existing question)

1. To use a screening question created by another UCLA department your department must use the "Creating a New Question" process (pp. 3,4) rather than the "View/Add" process. You may, though, view the question and it's answers by pressing the View/Add link. The main question text can be copied, cut and pasted when using the Creating a New Question process.

While replicating the question be certain to replace the old department code with your department's code. When your department does a future question search it will have easy access to the question under your department code. The department will also be gaining the capability of easily adding that question to a requisition by using the "View/Add" process.