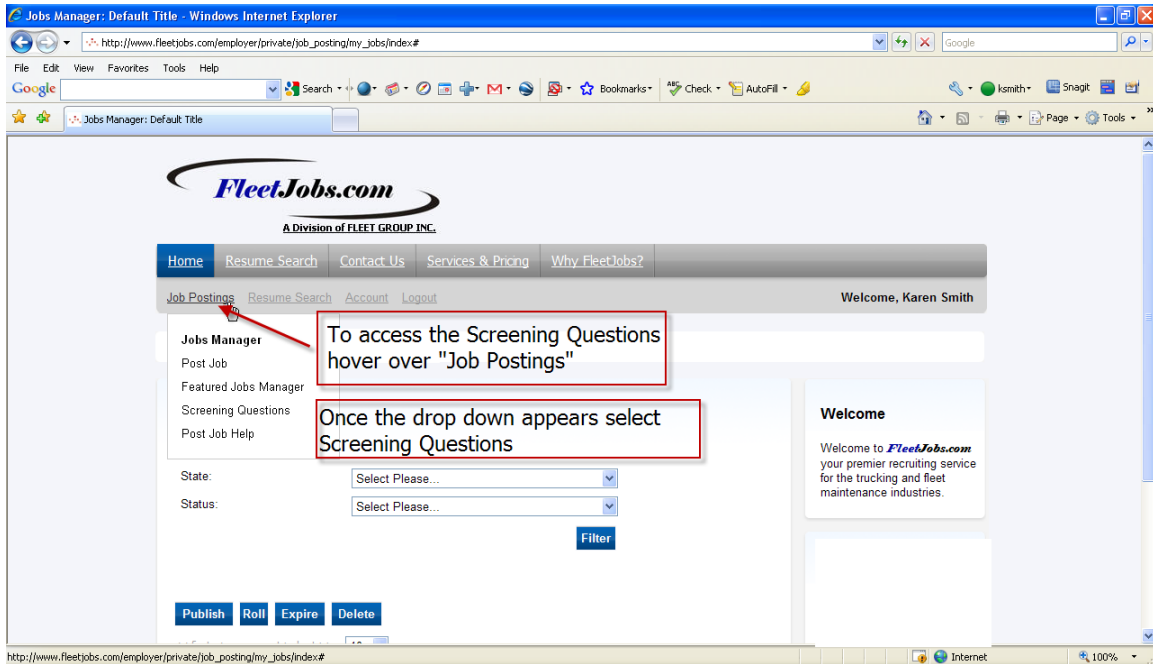


Screening Questions

To add Screening Questions to your job postings sign in. This will take you to the Jobs Manager page.

Once you have signed in as an Employer you will be taken to the Home page which is the "Jobs Manager" page.



The next screen is the Screening Questions Management Screen.

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Home Resume Search Contact Us Services & Pricing Why FleetJobs?

Job Postings Resume Search Account Logout **Welcome, Karen Smith**

Employers > Job Posting > Job Posting Settings

Job Posting Settings

Screening Questions Management

[Add New](#)

To add Screening Questions click the "Add New" button.

Welcome

Welcome to **FleetJobs.com**
your premier recruiting service
for the trucking and fleet
maintenance industries.

Popular categories: [Management jobs](#) | [Warehouse jobs](#) | [Service Writer / Customer Care jobs](#) | [Parts Manager jobs](#) | [Mechanic jobs](#)
Popular locations: [Jobs in Greensboro](#) | [Jobs in Hammond](#) | [Jobs in Kingdom City](#) | [Jobs in Kingman](#) | [Jobs in Knoxville](#) | [Jobs in Laramie](#) | [Jobs in McCalla](#)

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Once you click the Add New button you will be taken to the "Create New Screening Questionnaire" screen. On this screen you will be able to:

- Name your job posting
- Enter the percentage of qualification required
- Create an email message which will be sent to a candidate if they do not meet all the qualification criteria
- Create an email message which will be sent to a candidate if they meet all the qualification criteria

The screenshot shows the 'Create New Screening Questionnaire' page on FleetJobs.com. The page includes a navigation bar with links like Home, Resume Search, Contact Us, Services & Pricing, and Why FleetJobs?. Below the navigation bar, there are links for Job Postings, Resume Search, Account, and Logout, along with a welcome message for Karen Smith. The main content area is titled 'Create New Screening Questionnaire' and contains several input fields and text areas. Red callout boxes with arrows point to these fields, providing instructions: 'Enter the name of the job posting' points to the 'Screening Questionnaire Name' field (containing 'Local Driver'); 'You will enter the percentage of correct answers a candidate must score to be consider qualified for the position.' points to the 'Score' field (containing '100%'); 'Click in this area and begin typing the email message which will be sent to those candidates who do not meet the qualifications for your job postings.' points to the 'Email text for emails sent to No-Pass Candidates' text area; 'Click in this area and begin typing the email message which will be sent to those candidates who meet the qualifications for your job postings.' points to the 'Email text for emails sent to Pass Candidates' text area; and 'Once you have input all your information make sure you save your work by clicking the Save button.' points to the 'Save' button at the bottom left. The page also features a 'Welcome' sidebar and a footer with popular categories and locations.

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Home Resume Search Contact Us Services & Pricing Why FleetJobs?
Job Postings Resume Search Account Logout Welcome, Karen Smith

Create New Screening Questionnaire

Screening Questionnaire Name:

Score:

Email text for emails sent to No-Pass Candidates:

Thank you for your interest in the driving position with our Fleet Group, Inc. However, your qualifications do not meet all of our requirements.

Thank you,
Karen Smith

Email text for emails sent to Pass Candidates:

Thank you for your interest in the local driver position with Fleet Group. You have met all the qualifications and we will be in touch to schedule an interview.

Thank you,
Karen Smith

Popular categories: [Management jobs](#) | [Warehouse jobs](#) | [Service Writer / Customer Care jobs](#) | [Parts Manager jobs](#) | [Mechanic jobs](#)
Popular locations: [Jobs in Greensboro](#) | [Jobs in Hammond](#) | [Jobs in Kingdom City](#) | [Jobs in Kingman](#) | [Jobs in Knoxville](#) | [Jobs in Laramie](#) | [Jobs in McCalla](#)

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Once you click Save and the screen refreshes you will see the Add button which when clicked upon will bring you to the screen to add the Screening Questions.

Questions and Answers

Add

Click the add button to advance to the next screen to add the screening questions.

Popular categories: [Management jobs](#) | [Warehouse jobs](#) | [Service Writer / Customer Care jobs](#) | [Parts Manager jobs](#) | [Mechanic jobs](#)
Popular locations: [Jobs in Greensboro](#) | [Jobs in Hammond](#) | [Jobs in Kingdom City](#) | [Jobs in Kingman](#) | [Jobs in Knoxville](#) | [Jobs in Laramie](#) | [Jobs in McCalla](#)

After clicking the Add button you will get "Create New Question" screen where you add the Screening Questions.

FleetJobs.com
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Home Resume Search Contact Us Services & Pricing Why FleetJobs?

Job Postings Resume Search Account Logout **Welcome, Karen Smith**

Create New Question

Type your question here.

Question: Required

Answer Type:

- Input (Candidate will be able to type a response)
- Checkbox (Candidate can select multiple options from a list)
- Radio (Candidate can select a single option from a list)

Save

Don't forget to click the Save button

By checking the "Required" box you are indicating you want this question to be a condition of employment.

Choose the answer type for this question.

Welcome

Welcome to **FleetJobs.com**
your premier recruiting service for the trucking and fleet maintenance industries.

Popular categories: [Management jobs](#) | [Warehouse jobs](#) | [Service Writer / Customer Care jobs](#) | [Parts Manager jobs](#) | [Mechanic jobs](#)
Popular locations: [Jobs in Greensboro](#) | [Jobs in Hammond](#) | [Jobs in Kingdom City](#) | [Jobs in Kingman](#) | [Jobs in Knoxville](#) | [Jobs in Laramie](#) | [Jobs in McCalla](#)

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To add, edit or delete a question click the appropriate item.



Thank you for your interest in the driving position with Fleet Group, Inc. However, your qualifications do not meet all of our requirements.

Thank you,
Karen Smith

Email text for emails sent to Pass Candidates:
Karen Smith

Save

Questions and Answers

#	Name	Actions
1.	Have you ever been convicted of a felony?	 

Add

If you need to edit your question, click on the pencil.

If you want to delete one of the questions click on the x.

You can have 10 Screening Questions. Click add to continue adding questions.

Popular categories: [Management jobs](#) | [Warehouse jobs](#) | [Service Writer / Customer Care jobs](#) | [Parts Manager jobs](#) | [Mechanic jobs](#)
Popular locations: [Jobs in Greensboro](#) | [Jobs in Hammond](#) | [Jobs in Kingdom City](#) | [Jobs in Kingman](#) | [Jobs in Knoxville](#) | [Jobs in Laramie](#) | [Jobs in McCalla](#)

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