

## Application Question Sets

Employers can create and manage sets of questions to attach to job orders. These become questions that job applicants answer when applying for your jobs.

### Managing Application Question Sets

From the Application Questions tab, you can define sets of question for applicants to complete when they apply for jobs with your company. When attached to a job order, the question set will display as part of the job application. You can then review the applicants' responses to help you decide which applicants to consider for interviews.

The screenshot shows the IowaWORKS user interface. At the top, there is a navigation bar with the IowaWORKS logo and a menu. Below the menu, there are icons for Dashboard, Alerts, Accessibility, Mail, Calendar, Profile, Home, and Sign Out. On the right side, there are icons for Assistance and Search. The main content area is titled "Currently Managing" and includes a sub-header "Use this page to manage your saved application questions." Below this, there is a note: "You may add application questions set by clicking the Create Application Questions button. Click an Edit link in action column below to view the Application Questions Set details." A red star icon indicates required fields. There are links for "Assist an Employer", "Staff Services", and "Employer Portfolio". A sidebar menu is visible with categories: Employer Profiles, Human Resource Plan, and Staff's Profile. Under Human Resource Plan, there are sub-items: Job Order Plan, Job Orders, Job Order Templates, Application Questions (highlighted in yellow), Job Skill Sets, Tools and Technology, Recruitment Plan, Job Applicants, Favorite Candidates, and Virtual Recruiter. Below the sidebar, there is a horizontal navigation bar with tabs: Job Orders, Job Order Templates, Application Questions (highlighted in green), Job Skill Sets, and Tools and Technology. Below the tabs, there is a "Job Filter Criteria" link. A message box states "0 Records Found" and "Filtered By: Current records". At the bottom, there are two buttons: "Create Application Questions" and "My Dashboard".

Whether you create a question set as part of creating a job order or directly from the Application Questions tab, it will become part of the question set library tied to your employer account. Whenever you create or modify a job order, you can review and attach question sets from your library in one step.

[Job Orders](#)   [Job Order Templates](#)   **Application Questions**   [Job Skill Sets](#)   [Tools and Technology](#)

[Job Filter Criteria](#)

To sort on any column, click a column title.

Application Questions	Last Modified	Associated Job Count	Response Count	Action	Select
Science Teacher, Middle School	11/21/2023	0	0	<a href="#">Preview</a> <a href="#">Edit</a>	<input type="checkbox"/>
Para Educator	11/21/2023	0	0	<a href="#">Preview</a> <a href="#">Edit</a>	<input type="checkbox"/>
					<a href="#">Delete</a>

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2 Records Found

Filtered By: Current records

[Create Application Questions](#)

[My Dashboard](#)

From this tab, you can perform the following actions:

- Preview how the questions will look to applicants – Click the Preview link in the Action column
- to open the question set as it will display for job applicants.
- Edit a question set – Click the Edit link in the Action column. See the topic “Creating an Application Question Set” for details.
- Delete a question set – Click the desired Select checkbox, then click the Delete link at the bottom of the Select column; click OK to confirm.
- Create a question set – Click the Create Application Questions button.

### Creating an Application Question Set

A question set can consist of just one open-ended question or a series of questions of varying types, such as Text Entry, Yes/No, Numeric, and single-select or multiple-select Multiple Choice. You may also define questions as required or optional.

To create an application questions set:

1. From the Quick Menu group in the left navigation menu, click Manage Jobs. The Job Orders tab displays.
2. Click the Application Questions tab.
3. Click the Create Application Questions button. The Create Question Set page displays.
4. Enter a descriptive Question set name and Question set instructions statement for the questions that will follow.
5. In the Add a Question section, type in the first Question, select the correct Response Type for it: Numeric, Yes/No, Text, Yes/No/Maybe, Multiple Choice, Date, Phone Number, or Currency, and specify if you require a response to this question.
  - a. For the Multiple Choice selection, enter an item in the displayed text box, then click the Add to list >> link. The item displays in the list box.
  - b. Repeat the step above for each item you wish to add to the multiple choices.

- c. Specify if you have a preferred response for this question and if Yes, click on the preferred response in the box.
6. Click Save. The question is saved and the page refreshes so another question may be added to the set.
7. To add another question to this set, click the Add a Question link and repeat steps 5 and 6. Repeat this for as many questions as desired for the set.
8. When you are finished with this question set, click the Return to Question Set List button. The Application Questions tab redisplay with the set listed