# **Core - How to Create Interview Questionnaires**

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### What is an Interview Questionnaire?

The interview questionnaire allows users to design and organize interviews that are to be conducted by recruiters. Additionally, there is no limit to how many interview questionnaires you can have and what those questionnaires look like-- they are truly customizable and can include a myriad of groups and interview questions within one questionnaire. Similarly, employees can complete one or 100 questionnaires!

Interview questionnaires must first be set up under administration by front office or system admins.

### **Designing an Interview Questionnaire**

Interview questionnaires are divided into groups. For example, you might have a basic interview group of questions you ask all employees and then more technical or focused questions based on the job role the employee is interviewing for.

Make sure to divide your interview questions into logical groups first and have some of your questions ready when you start designing.

#### To create an interview questionnaire:

- 1. Navigate to all options > administration.
- 2. Select 'interview questionnaire.'
- 3. Create a Group.
  - Select the + icon towards the left side of the page to create a new group:

Т	nanage interview que his area allows you to manage all nd reorder your questions as it w	of the interview	· · · · · ·	ı might want to ask during an i	nterview process.	Feel free to add, edit, remove,
	~ ~ + ×	group det	ails			+
	Forklift Driver Questions	Group Name	Forklift Driver Que	stions		
		Hier	CompanyName - T	emp		•
		Active	ID	Name	Туре	
•			2	CompanyName	Entity	
			4	CompanyName - Internal	ClassVsTemp	
			3	CompanyName - Temp	ClassVsTemp	
			6	Internal Staff Branch	Branch	
			5	Temp Branch	Branch	

- Enter the following group information:
  - Group Name: Title for question group (Ex. "Basic Interview" for basic questions or "Forklift Driver" for questions related to forklift experience).
  - Hier: The hierarchy level you want to see this questionnaire. Is this for all employees or only employees applying to a specific branch?
- 4. Add Questions.
  - Once you have entered the group information, select the + icon on the right to add a question to that group.
  - Enter the following information:
    - Question Name: Short version of the question.
    - Question Text: Full question with any specific directions.
    - Response Text: Select text for a free text option or list to provide a list of acceptable options.
      - If list is selected, enter all possible answers at the bottom of the page:

(} + → ▼   合 🗎	Search for Employees, Customers, Or	ders, etc. 🔍	CORE.FOADMIN: CompanyName 🗧	×
			No tasks to display for your current filter settings	
Administration			▶ tasks appointments social email	+ <b>▼</b> ℃→
accruals adjustment authorities company	and reorder your questions as it w	of the interview qu orks best for you.	estions that you might want to ask during an interview process. Feel free to	add, edit, remove,
<ul> <li>employers</li> </ul>		question de	etails	+
external services	Forklift Driver Questions	Question Name	Years of Experience	
interest code interest code subcategory interview questionnaire job title	Years of Experience	Question Text	How many years of experience do you have driving a forklift?	
message		Response Type	Text	
multiplier code		Required		
personal access tokens required document		Active	×	
sales team		N		
<ul> <li>web user account worker comp code</li> </ul>		G₂		
employee				
customer				
order				
assignment				
contact				
calendar				
reports				
all options				

Required: Check this box if it is required to fill out an answer to this

question.

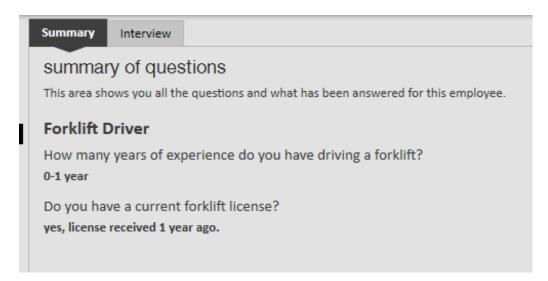
- Active: Uncheck this box if this question is no longer needed.
- Repeat this step until all questions are entered.
- 5. Select in the upper left to 'Save.'

manage interview que This area allows you to manage all and reorder your questions as it w	of the interview quest	tions that you might want to ask during an interview process. Feel free to add, e	dit, rer	nove,
$\land \lor + \times$	question deta	ails		+
Basic Interview	Question Name Y	ears of Experience		
Weaknesses Strengths	Question Text H	low many years of experience do you have driving a forklift?		
Looking for				
Work Environment				
Forklift Driver	Response Type	ist		
Years of Experience	Required	]		
License	Active	]		
	list options		~ ~	×
	Add Answer Option			Add
	Possible Answers	0-1 year		
		1-3 years		
		4 or more years		

How it Appears on the Employee Record

Interview questionnaire is found under the details section of the employee record.

The summary of questions asked:



The interview questions when recruiter is entering answers:

ct what groups of questions you'd like to ask the employee.
Forklift Driver
How many years of experience do you have driving a forklift?
Do you have a current forklift license?
yes, license received 1 year ago.

For more information on selecting/filling out interview questionnaire, see Core - Employee Interview Questionnaire.

## **Related Articles**