

Quick Guide **Questionnaire**



HR MANAGER
TALENT SOLUTIONS

Overview

Questionnaire gives you the option to create extra required questions to your recruitment.

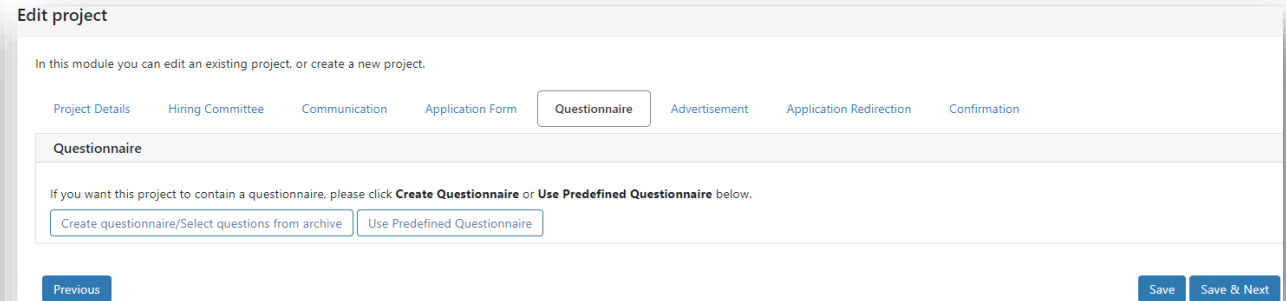
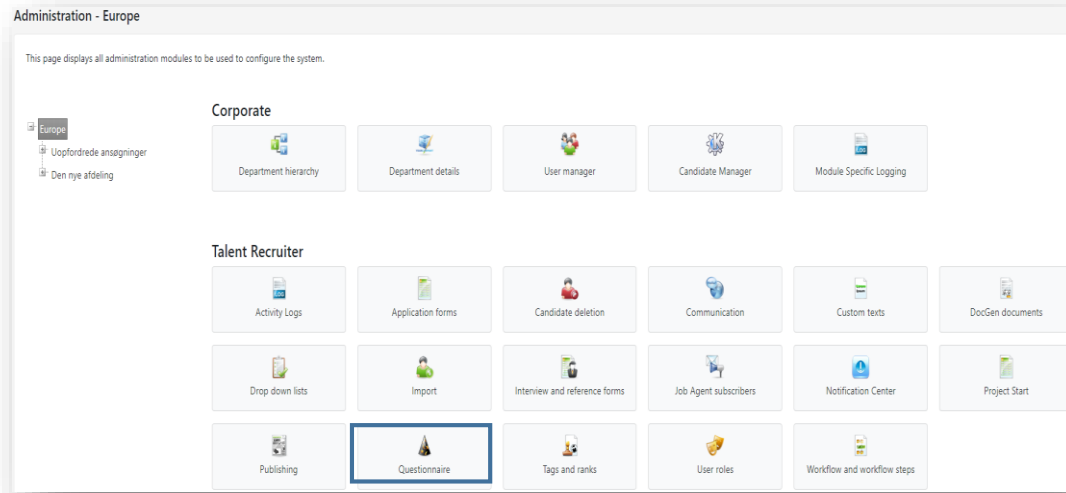
In this guide, these steps will be explained as well as a few tips:

- [Add new questionnaire](#)
- [Add questionnaire to project](#)
- [Questionnaire in Administration](#)
- [Question Archives](#)
- [Add new Questionnaire](#)
- [Advanced options](#)
- [Add new question](#)
- [Questionnaire](#)
- [Translate questionnaire](#)
- [STOP question](#)
- [Associate the questionnaire](#)
- [Questionnaire on candidate list](#)

Add new questionnaire

There are two ways to add a questionnaire in the system.

- Directly through 'Administration' → 'Questionnaire'
- Directly on project: 'Edit project' → 'Questionnaire'



Add questionnaire to project

Edit project

In this module you can edit an existing project, or create a new project.

Project Details

Hiring Committee

Communication

Application Form

Questionnaire

Advertisement

Application Redirection

Confirmation

Questionnaire

If you want this project to contain a questionnaire, please click **Create Questionnaire** or **Use Predefined Questionnaire** below.

Create questionnaire/Select questions from archive

Use Predefined Questionnaire

Previous

Save

Save & Next

Attach a questionnaire to a project by one of the following:

- **Create questionnaire/Select questions from archive**
 - Is created on the project and questions from Archive can be used
 - This type is project specific and cannot be used on other projects
- **Use Predefined Questionnaire**
 - Select questionnaire created in Administration

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Questionnaire in Administration

The questionnaire is split into two tabs:

- **Questionnaire** – Here you can add or edit questionnaires
- **Question Archives** – This is used to gather multiple frequently asked questions in separate archives. These can then be used in a final questionnaire

Questionnaire

Europe > Administrat

Add new questionnaire, question and edit existing questionnaire, question.

Questionnaire

Question Archives

Add new Questionnaire

Id	Name	Display Type	Type	Description	Links	Copied From	Actions
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Question Archives

Use the 'Question Archives' to create archives of frequently asked question(s).
You can create several questions within same category and add to the same archive.

This will simplify the process of adding new questionnaires, as the questions from the archive can easily be merged into a complete questionnaire.

Furthermore, it will optimize any questionnaire search from the candidate base, as all questions are registered under the same Id in the question archive.

Questionnaire

Europe > Administration

Add new questionnaire, question and edit existing questionnaire, question.

Questionnaire

Question Archives

Add New Question Archive

Id	Name	Description	Actions
No records to display			

⬅

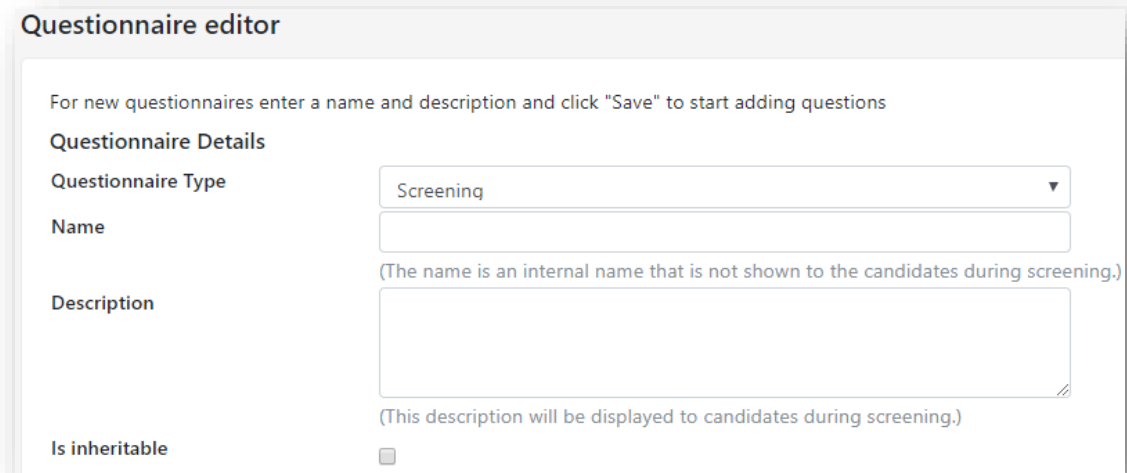
(*) = Question archives are inherited from a parent department

Add new Questionnaire

Add a new questionnaire by clicking 'Add new Questionnaire'.

- **Questionnaire Type** - A number of different categories can be added, such as screening, project requisition, interview notes etc.
- **Name** - This is an internal name, and only shown in the system
- **Description** - Will be visible on the application form for candidates to see
- **Is inheritable** - Tick box, if questionnaire should be used in sub departments too

Save questionnaire before adding questions.



The screenshot shows a web form titled "Questionnaire editor". At the top, it says "For new questionnaires enter a name and description and click 'Save' to start adding questions". Below this is a section titled "Questionnaire Details". It contains four fields: "Questionnaire Type" is a dropdown menu with "Screening" selected; "Name" is a text input field with a note below it stating "(The name is an internal name that is not shown to the candidates during screening.)"; "Description" is a larger text area with a note below it stating "(This description will be displayed to candidates during screening.)"; and "Is inheritable" is a checkbox that is currently unchecked.

Advanced options

In the advanced options, it is possible to choose between 3 different ways the question groups are to be displayed.

- **All question groups on one page**
- **Each question group on different pages**
- **Each question group on different tab**

Hide Advance Options

Choose how the questions are going to be displayed

Display Type

☒ All question groups on one page

☐ Each question group on different pages

☐ Each question group on different tab

Groups : Manage Question Groups

Sort

0

Id

0

Name

Group of Questions

Description

New Group

Actions

Furthermore the question groups can be rearranged, if needed.

Add new question

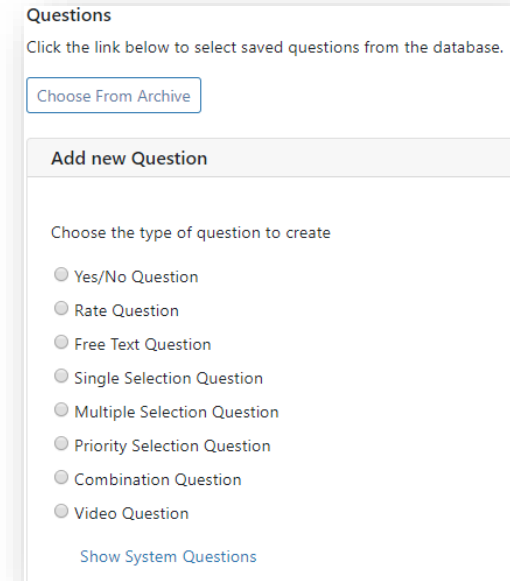
Start to create questions by choosing one of the following question types:

- **Yes/No** – Two answer options. Candidate can only select one answer
- **Rate** – Specified with an interval scale, i.e. 1-5
- **Free Text** – Candidate can enter own answer
- **Single Selection** – Select one possible answer
- **Multiple Selection** – Select multiple possible answers
- **Priority Selection** – Candidate can prioritize the answer options
- **Combination** – Different answers on multiple questions

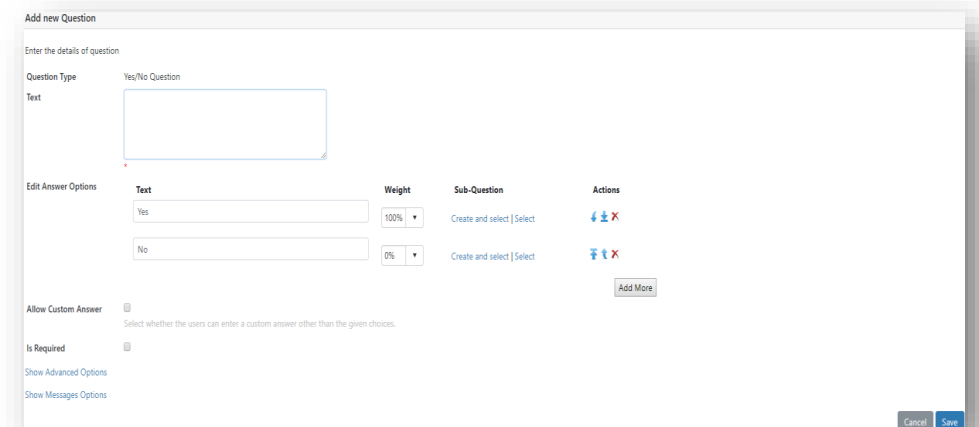
A number of standard 'System Questions' are also available to choose from and edit in.

Once question type has been selected, the question can be created.

In the example a 'Yes/No' question type has been selected.



The screenshot shows a web interface titled 'Questions'. Below the title, it says 'Click the link below to select saved questions from the database.' and provides a button labeled 'Choose From Archive'. Below this is a section titled 'Add new Question'. Inside this section, it says 'Choose the type of question to create' and lists several radio button options: 'Yes/No Question', 'Rate Question', 'Free Text Question', 'Single Selection Question', 'Multiple Selection Question', 'Priority Selection Question', 'Combination Question', and 'Video Question'. At the bottom of this section is a link that says 'Show System Questions'.



The screenshot shows the 'Add new Question' form. At the top, it says 'Enter the details of question'. Below this, the 'Question Type' is set to 'Yes/No Question'. There is a text input field for the question text. Below the text field is a section titled 'Edit Answer Options'. It contains two rows of options: 'Yes' and 'No'. Each row has a text input field for the answer, a 'Weight' dropdown menu (set to 100% for 'Yes' and 0% for 'No'), a 'Sub-Question' dropdown menu (set to 'Create and select | Select'), and an 'Actions' column with icons for adding, deleting, and selecting. At the bottom of the 'Edit Answer Options' section is an 'Add More' button. Below the 'Edit Answer Options' section is a checkbox for 'Allow Custom Answer' with a note: 'Select whether the users can enter a custom answer other than the given choices.' Below this is a checkbox for 'Is Required'. At the bottom of the form are links for 'Show Advanced Options' and 'Show Messages Options', and 'Cancel' and 'Save' buttons.

Add new question

Please find a detailed example below, of how to create a 'Yes/No' question.

- **Text** - Write the question
- **Answer Options** - By default set to 'Yes/No', but if necessary can be changed to 'True/False'
- **Weight** - Allows to set which answer should weigh the most
- **Sub Question** - Option to add a supplementary question to an answer.
 - You can either create a new question or choose from archive
- **Allow Custom Answer** - Candidate can add own answer
- **Is required** - Tick if question should be mandatory application.

The screenshot shows a web form titled "Add new Question". It contains the following sections:

- Enter the details of question**
 - Question Type**: Set to "Yes/No Question".
 - Text**: A large text area for the question content.
- Edit Answer Options**

Text	Weight	Sub-Question
Yes	100%	Create and select Select
No	0%	Create and select Select
- Allow Custom Answer**: A checkbox with the description "Select whether the users can enter a custom answer other than the given choices."
- Is Required**: A checkbox.
- Actions**: Includes icons for undo, redo, and delete, along with an "Add More" button.
- Footer**: "Show Advanced Options" and "Show Messages Options" links, and "Cancel" and "Save" buttons.

Add new question - Options

Use the 'Show Advanced Options' to:

- **Answer Group (Type)** - Select how the answer options should be displayed
- **Display Options** - Some 'Answer Groups' can be displayed in columns and rows
- **Question Score** - If applicable, enter a score for the question

Use 'Show Messages Options' to:

- **Help text** - Enter a help text to the candidate in the question

Hide Advance Options

Answer Group (Type)

Radio Button List

Select how the answer options are displayed.

Display Options

Single Row

Select how the answer options are distributed in rows / columns.

Question Score

1

Enter the score for the question.

Hide Messages Options

Help Text

Enter a help text, that is displayed to users providing an additional explanation about the question or expected answers.

Questionnaire

Below is an example of the completed questionnaire, located in the 'Administration' module under 'Questionnaire'.

Questionnaire Europe > Administration

Add new questionnaire, question and edit existing questionnaire, question.

Questionnaire

Question Archives

Add new Questionnaire

Id	Name	Display Type	Type	Description	Links	Copied From	Actions
256	Driving license	SinglePage	Screening	Do you have a driving license?	(0)	--	Translate Copy Preview Edit Delete

- **Id** - Refers to the id of the questionnaire
- **Name** - Name of questionnaire
- **Display Type** - Setup of questionnaire (i.e. Singlepage)
- **Description** - Visible text to the candidates on the application form
- **Links** - Refers to the number of projects, where the questionnaire is used
- **Copied from** - Displays the Id number of the Questionnaire, it is copied from
- **Actions** - Options for the questionnaire

Questionnaire - Continued

Actions:

- **Translate** - Translate to any available language in your system
- **Copy** - Make a copy of the questionnaire
- **Preview** - Display the final questionnaire
- **Edit** - Modify the questionnaire, if needed.
 - Warning from system will appear, if the questionnaire is in use on any projects
- **Delete** - Deletes the questionnaire from the system and can no longer be used

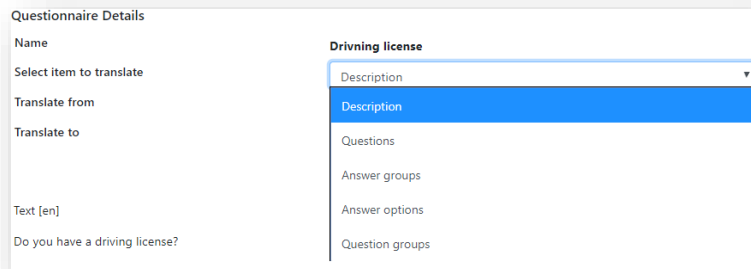
NB. Deleted questionnaires can be found again. Simply tick 'Show excluded Questionnaire' to include the questionnaire again.

Translate questionnaire

The questionnaire can be translated to any language available in the system from the questionnaire overview.

Select the item that needs to be translated i.e. 'Description', 'Questions', 'Answer Groups', 'Answer Options' and 'Question Groups'.

Next, select which language to translate from and to and translate in the boxes below.



Questionnaire Details

Name

Select item to translate

Translate from

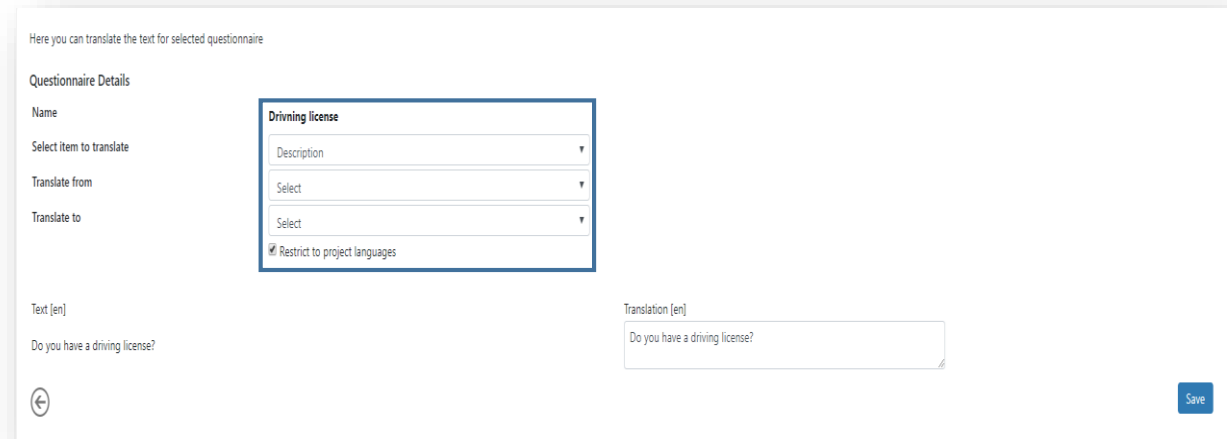
Translate to

Text [en]

Do you have a driving license?

Driving license

- Description
- Questions
- Answer groups
- Answer options
- Question groups



Here you can translate the text for selected questionnaire

Questionnaire Details

Name

Select item to translate

Translate from

Translate to

☒ Restrict to project languages

Text [en]

Do you have a driving license?

Translation [en]

Do you have a driving license?

Save

[Back to overview](#)

STOP question

'Stop question' setup can automatically send rejection to the candidate based on the candidates answer:

- The rejection will be sent automatically
- Define when the system should send the rejection

For example, a particular position requires the candidate to have a valid driving licence and a 'Stop question' is created. Any candidate, that answers 'No' to the questions about having a valid license, will therefore receive a rejection automatically.

NB. This function is not enabled by default. Contact Support for further information.

Associate the questionnaire

Once a questionnaire has been added to the project, it is important to remember to associate it to the correct step:

- **Process** – Allows to send the questionnaire to selected candidates by email
- **Application form** - The questionnaire becomes a part of the application form, and candidates need to complete it to send their application

The questions are displayed in the bottom part of the questionnaire page. To display the questions as columns on the candidate list, simply tick the questions required.

The screenshot shows the 'Edit project' interface with the 'Questionnaire' tab selected. A table lists a questionnaire with ID 256 and name 'Driving license'. Below the table are buttons for 'Create questionnaire/Select questions from archive' and 'Use Predefined Questionnaire'. A dropdown menu is open, showing options to associate the questionnaire with 'APPLICATION FORM', 'PROCESS', or 'APPLICATION FORM' (checked). The interface also includes a 'Previous' button and 'Save' and 'Save & Next' buttons.

Id	Name
256	Driving license

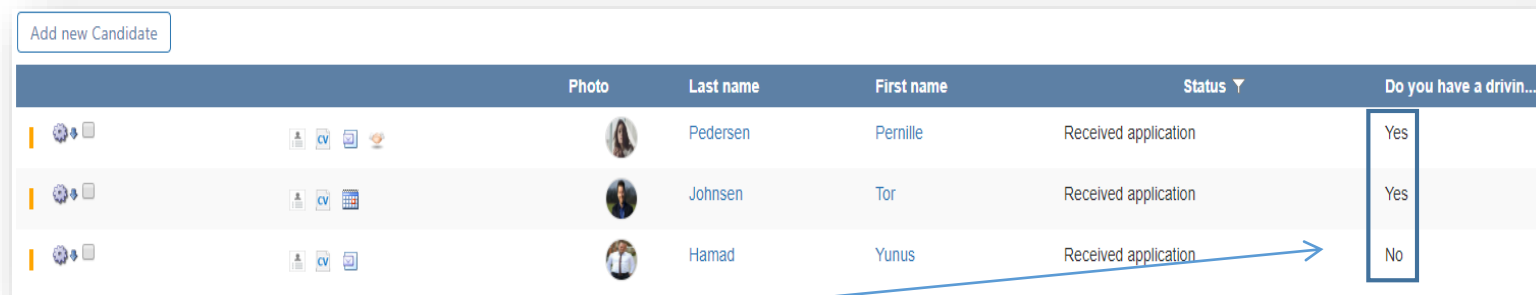
Associated with

- ☐ None
- ☐ PROCESS
- ☒ APPLICATION FORM

Questionnaire on candidate list

If the column is not visible, simply add 'Questionnaire' in the 'Page options', which is above the candidate list to the right.

The candidate list will then show the question(s) as column(s) on the candidate list and the answers given by the candidate.



A screenshot of a web application interface for managing candidates. At the top left is a button labeled 'Add new Candidate'. Below it is a table with the following columns: 'Photo', 'Last name', 'First name', 'Status', and 'Do you have a drivin...'. The table contains three rows of candidate data. The 'Do you have a drivin...' column is highlighted with a blue border, and a blue arrow points from the text below to it.

Photo	Last name	First name	Status	Do you have a drivin...
	Pedersen	Pernille	Received application	Yes
	Johnsen	Tor	Received application	Yes
	Hamad	Yunus	Received application	No

Sort the coloumn by clicking on it. It will then show in an alphabetic order.

You are now ready to create questionnaires

Please contact Support for any further information 😊

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Email: support@hr-manager.net

[Chat with us](#)



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