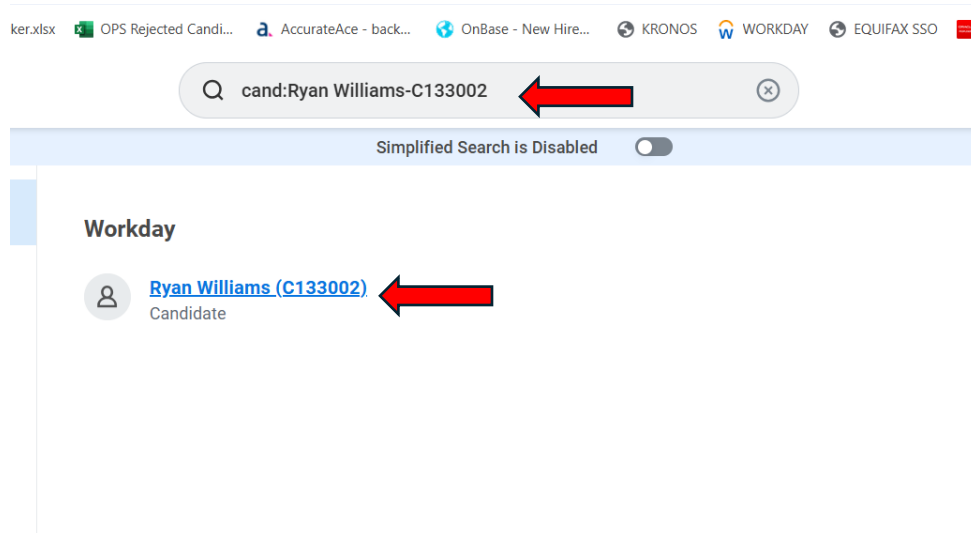


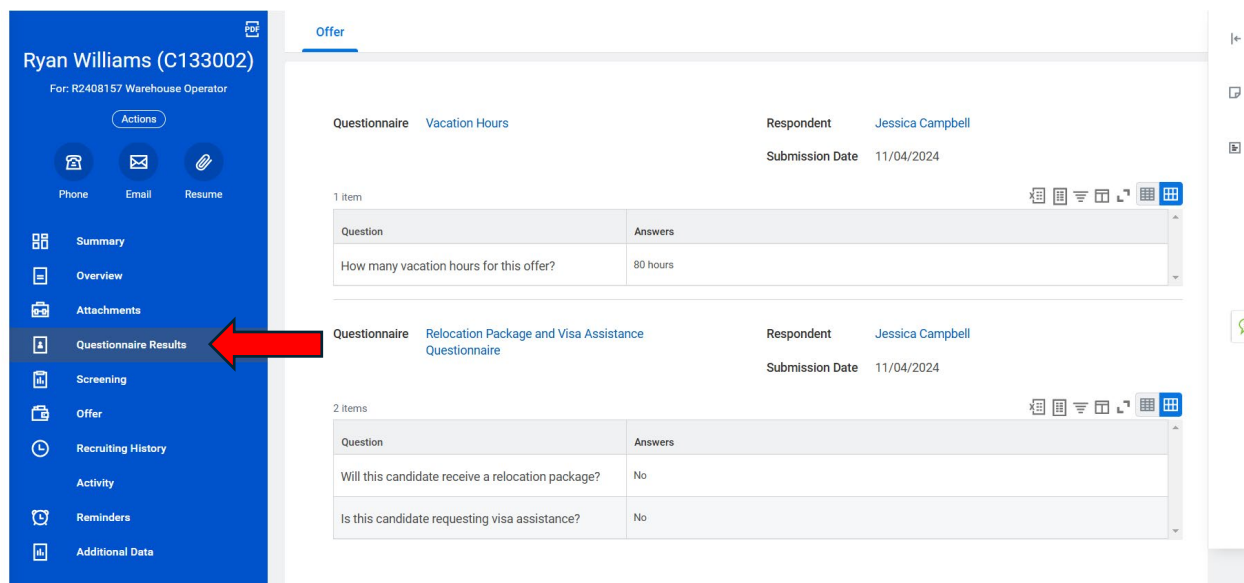
## How to Check Pre Screening Questions in Other Reqs

(\*Note\* - you will want to use this SOP if you aren't able to find the Pre Screening Questions in the req you are working on)

- You will want to first search for your candidate and then click on their profile



- Once you are in their profile and correct req, you will want to check their Pre Screening Questions (aka Questionnaire Results). You will see in the below screen shot that there are missing portions of the Pre Screening Question



- Since the correct Pre Screening Questions aren't on the main req, you will then want to go back to their "Summary"
  - From the "Summary" page, you will then want to click on the other reqs that they have applied to under "Jobs Applied to" (\*Note\* - you will want to click directly on the number to pull up all the reqs the candidate has applied for)

TALEO NEW Ops Candidat... MFG Tracker.xlsx OPS Rejected Candi... AccurateAce - back... OnBase - New Hire... KRONOS

MENU

Search: cand:Ryan Williams-C133002

**Ryan Williams (C133002)**

For: R2408157 Warehouse Operator

Actions

Phone Email Resume

**Summary**

Overview

Attachments

Questionnaire Results

Screening

Offer

Recruiting History

Activity

Phone Number: +1 (713) 4180077 (Mobile)

Email: Ryanwill90@me.com

Location: 7223 St Louis, Houston, TX 77028 United States of America

Jobs Applied to: 3

**Active Job Applications (1)**

Ryan Williams - R2408157 Warehouse Operator (C133002)

Location: OPS- Katy, TX C32 | Date Applied: 11/01/2024

Create Offer

Actions

Decline These Applications

- Once you have clicked on the "Jobs Applied to" the below screen will pop up. You can then click on "View Application" and it will bring you to another req that the candidate has applied to. (\*Note\* - if you see that the candidate has applied to an Evergreen req, you will want to start with that application as more than likely the Pre Screening Questions you are looking for will live there)

3 Items

Job Application Date	Job	Location	Stage	Step	Source	
11/01/2024 09:44:33 AM	R2408157 Warehouse Operator (Open)	OPS- Katy, TX C32	Offer	Create Offer	Online Advertisement/ Job Posting -> ZipRecruiter	<a href="#">View Application</a>
10/17/2024 09:50:54 AM	R2406631 Warehouse Clerk (Fill Date: 11/11/2024)	OPS- Katy, TX C32	Rejected	Job Requisition Filled	Online Advertisement/ Job Posting -> ZipRecruiter	<a href="#">View Application</a>
10/17/2024 09:37:30 AM	R2400162 Warehouse Operator (Evergreen) (Open)	OPS- Katy, TX C32	Rejected	Moved to a new requisition	Online Advertisement/ Job Posting -> ZipRecruiter	<a href="#">View Application</a>

- Once you click on the application you want to view, you will see that you are in a new req for the candidate. You will then want to click on Questionnaire Results.

**Ryan Williams (C133002)**  
For: R2400162 Warehouse Operator (Evergreen)

**Actions**

Phone Email Resume

**Summary**

Overview

Attachments

**Questionnaire Results**

Screening

Employment Offer

Recruiting History

Activity

**Phone Number**  
+1 (713) 4180077 (Mobile)

**Email**  
Ryanwill90@me.com

**Location**  
7223 St Louis, Houston, TX  
77028 United States of America

**Jobs Applied to**  
3

**Active Job Applications (1)**

Ryan Williams - R2408157 Warehouse Operator (C133002)  
Location: OPS- Katy, TX C32 | Date Applied: 11/01/2024

Create Offer

**Actions**

Decline These Applications

- Once you click on Questionnaire Results, you will now see that the correct Pre Screening Questions are populated

**Ryan Williams (C133002)**  
For: R2400162 Warehouse Operator (Evergreen)

**Actions**

Phone Email Resume

**Summary**

Overview

Attachments

**Questionnaire Results**

Screening

Employment Offer

Recruiting History

Activity

Reminders

Additional Data

**Initial Application**

**Questionnaire** External Candidate Questionnaire - Hourly Operations

**Respondent** Ryan Williams

**Submission Date** 10/17/2024

7 items

Question	Answers
relationship, such, constraints, or significant other.	
Have you ever been convicted, plead guilty, plead nolo contendere or received a deferred adjudication involving: - Any felony or misdemeanor involving violence (e.g. assault, battery, rape, homicide), theft (e.g. burglary, robbery, larceny, embezzlement), dishonesty or drug distribution; or - Have you ever been convicted two or more times (other than minor traffic violations)?	I currently reside in or am applying for a job position in the states listed above
Prior to answering this question, please review your state and/or local guidelines regarding disclosure of a criminal record. If you currently reside in or are applying for a job position in CA; CT; D.C.; HI; IL; MA; NY; OR; RI; Columbia, MO; MN; NJ; VT; Austin, TX; MD; or Seattle, WA, and therefore are not required to answer the question on this application, you may select Option #3 below.	