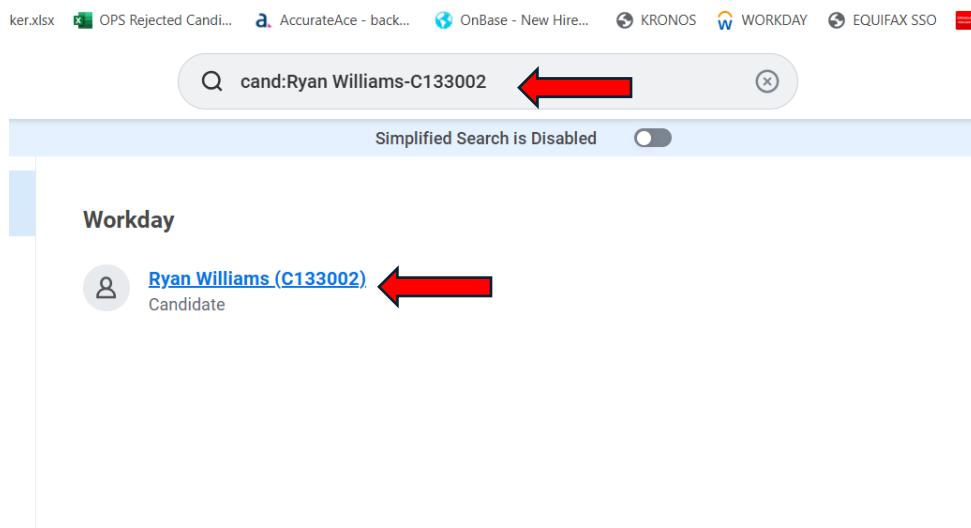


## How to Check Pre Screening Questions in Other Reqs

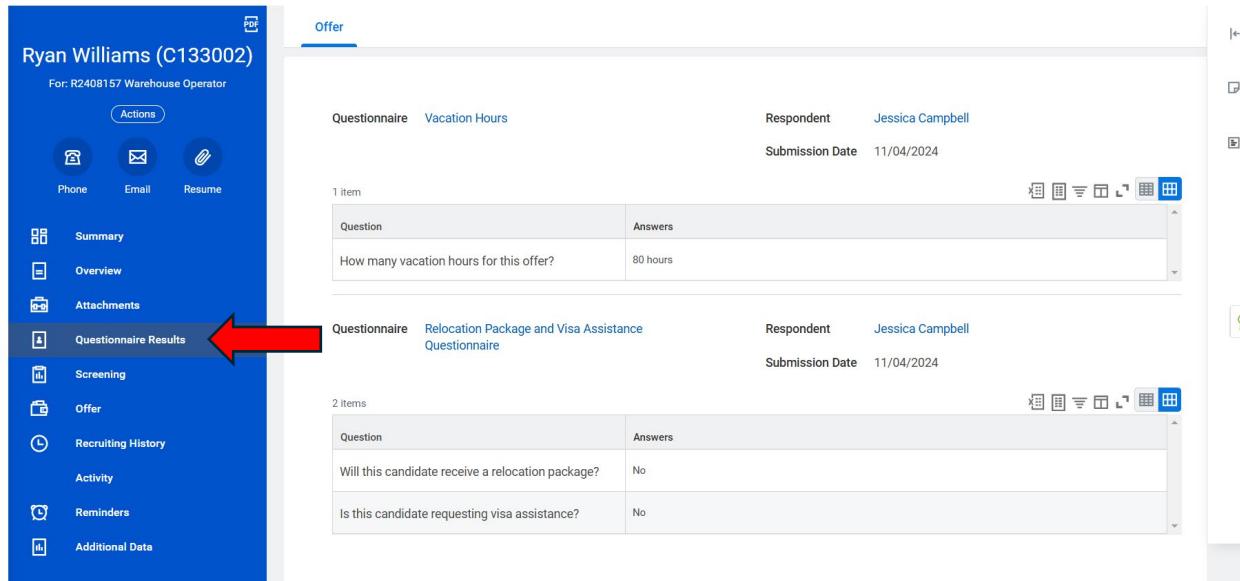
(\*Note\* - you will want to use this SOP if you aren't able to find the Pre Screening Questions in the req you are working on)

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



The screenshot shows the Workday search interface. At the top, there is a search bar with the query "cand:Ryan Williams-C133002". A red arrow points to the search bar. Below the search bar, there is a message "Simplified Search is Disabled" with a toggle switch. The main results area is titled "Workday" and shows a single result: "Ryan Williams (C133002) Candidate". A red arrow points to this result.

- 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



The screenshot shows the Workday candidate profile for "Ryan Williams (C133002)". The sidebar on the left lists various tabs: Actions, Summary, Overview, Attachments, Questionnaire Results (which is highlighted with a red arrow), Screening, Offer, Recruiting History, Activity, Reminders, and Additional Data. The main content area is titled "Offer" and shows two sections of questionnaire results. The first section is for "Questionnaire Vacation Hours" with 1 item: "How many vacation hours for this offer?" and "Answers" "80 hours". The second section is for "Questionnaire Relocation Package and Visa Assistance Questionnaire" with 2 items: "Will this candidate receive a relocation package?" and "Answers" "No", and "Is this candidate requesting visa assistance?" and "Answers" "No".

- 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)

- 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)

| 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 More (2)

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  |
|---|--|
| 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; NV; 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. |  |