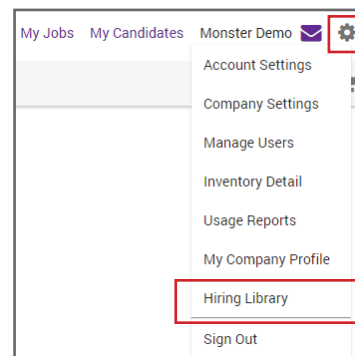
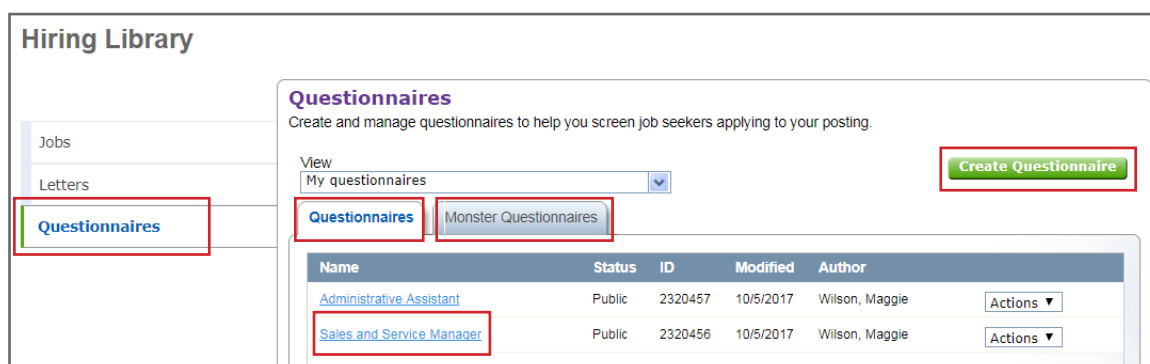


## MANAGING SCREENING QUESTIONNAIRES

- 1 Hover over the **Account Setting** gear and then click on **Hiring Library**.



- 2 Select **Questionnaires** from the left column. And click on either the **Questionnaires** tab or **Monster Questionnaires** tab.



**Create Questionnaires** lets you create a new questionnaire

**Questionnaires** tab displays saved questionnaires you developed or copied and saved from the Monster Questionnaires tab.

**Monster Questionnaires** tab displays questionnaires Monster developed, grouped into different categories. You may view all of them at once or only those in a particular category.

- 3 Use any of the **Actions** located to the far right of the name of the questionnaire, to manage your questionnaires.

**Edit** – a questionnaire by modifying the text, as needed.

**View** – the list of questions.

**Copy** – an existing questionnaire, modify the text as needed, and save it as a new name.

**Delete** – a questionnaire permanently that is no longer needed.



As a starting point, copy a Monster Questionnaire and save it. Then you can edit it for your position.

- 4 View a questionnaire by clicking on the title of the questionnaire or by using the **Actions** dropdown menu.