

Drop Down Screening Question

Please Print

Section 1

Company Name: _____
Job Title: _____
Reference #: _____
Your Name: _____
Date: _____

Section 2

Question: _____

Answer Options: 1. _____
2. _____
3. _____
4. _____
5. _____

Multiple Answers Allowed?: No ☐ Yes ☐ Expected Answer: # _____

Rejection Message: _____

Instructions

Section 1

1. Enter your company's name
2. Enter the job title you used when posting the job
3. Enter the reference number for the job (*if used*)
4. Enter your name
5. Enter the date

Section 2

1. Enter the question you want to ask the applicant
2. Enter the possible answers to your question
3. Select whether or not applicants are allowed to select multiple answers (*if they are then the following two (2) steps are unnecessary*)
4. Enter the option number for the answer you deem correct (*optional*)
5. Enter the rejection message if applicants do not answer correctly (*only necessary if using an expected answer in Step 4*)