**THE JOB BOARD:**

1. **When posting an order to the job board, what fields from the order are included in the posting?**

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1. **How would a user prevent an order from posting to the job board?**

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1. **What options are available to a user within the *web options* tab of the order details?**

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1. **How would a user apply to *multiple* jobs at once?**

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**HRCENTER PART 1: THE APPLICANT PROCESS**

1. **What is a *workflow*?**

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1. **What is a *step*?**

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1. **How does Enterprise check for duplicates when an applicant registers through HRCenter?**

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1. **When an employee applies to a job, what candidate status are they given on the related order?**

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1. **What happens when an applicant *submits* a step?**

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**HRCENTER PART 2: THE SERVICE REP PROCESS**

1. **How are users notified that a new applicant has applied online?**

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1. **If an employee enters information *incorrectly* when filling out their I-9, what steps should be taken to correct the bad information?**

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1. **Where can service reps *review and sign* documents in Enterprise?**

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1. **What automatically happens when a service rep reviews and signs the I-9 from Enterprise?**

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1. **What should be done when an employee needs to complete new hire paperwork a second or third time?**

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1. **How do employees that were manually added into Enterprise receive access to HRCenter?**

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**HRCENTER ADMIN: FORM BUILDER**

1. **To create a successful workflow, users first need to design what?**

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1. **What type of file should be uploaded into the form builder?**

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1. **Unless specifically listed as pre-fill only, all mapped fields that are added to an HRCenter form (via the toolbox) are pre and post filled fields. What does this mean?**

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1. **If an applicant needs to select the *best option that applies to them,* what tool should be used within the form builder to achieve this?**

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1. **What needs to be setup if *service rep review* is required for a form?**

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**HRCENTER ADMIN: SURVEYS**

1. **What is an example of a survey that your company could utilize?**

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1. **When it comes to surveys, what is a *group*?**

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1. **Where can survey results be reviewed in Enterprise?**

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1. **Step one to creating a survey is to build it within the survey builder. What is step two?**

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**HRCENTER ADMIN: INFO PAGES & WORKFLOWS**

1. **What is an info page?**

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1. **When designing info pages, there are two columns defined per field, what are they?**

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1. **Welcome text can be customized when designing workflows. What other text can be customized in workflows and pages?**

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