### Job Posting Screening Questions

### Occupop makes it easy to manage and assign screening questions to applications to help you select the right candidates and report on candidate demographics for diversity and compliance reporting.

### Create custom application forms with smart questions as well as AI powered CV scoring to rapidly shortlist the most suitable candidates.

### Below you will find some examples of smart screening questions but do not limit your questions to the below, as you will have specific criteria that will be unique to your organisation.

### Tips when creating smart questions

### Make sure you create Yes/no or multiple-choice questions.

### If possible, create questions with responses that you are not telling the candidate the right answer. Typically, multiple choice questions are best for screening appropriate candidates, as with Yes/No questions candidates may be more inclined to select the desirable answer, not the truthful answer.

### We recommend using 3-5 questions per role.

### Make sure to rate the importance of the questions and weight each response.

### Location questions

### Question: Are you currently based in (Town/City)?

### Type: Multiple Choice

### Responses: 1.Yes 2.No 3.Willing to relocate

### Question: What would be your estimated transport time to (town/city/office)?

### Type: Multiple Choice

### Responses: 1.0-15 minutes 2.16-30 minutes 3.31-45 minutes 4.45+ Minutes

### Question: How would you commute to our (location)?

### Type: Multiple Choice

### Responses: 1.Car 2.Bus 3.Walk/Cycle 4.Train 5.Other

### Working eligibility questions

### Question: Do you hold a full time working Visa for (Country) and willing to provide supporting documentation should your application be successful?

### Type: Yes/No

### Responses: 1.Yes 2.No

### Question: What is your current working eligibility status in (Country)?

### Type : Multiple Choice

### Responses: 1.EU Citizen/National Passport 2.Residence Visa/Full work Permit 3.Student visa 4.Other

### Required qualifications/certificates/system experience

### Question: Are you CIPD certified?

### Type: Multiple Choice

### Responses: 1.Yes 2.No 3.In process

### Question: Are you HACCP certified?

### Type: Yes/No

### Responses: 1.Yes 2.No

### Question:Do you have a full drivers license?

### Type:Yes/No

### Responses: 1.Yes 2.No

### Question:Have you previously used (software)?

### Type:Multiple Choice

### Responses: 1.Yes 2.No 3.Similar system

### Experience

### Question:Are you currently working as a (job title)?

### Type:Yes/No

### Responses: 1.Yes 2.No

### Question:How Many years experience do you have working as a (job title)?

### Type:Multiple Choice

### Responses: 1.0-1 year 2.2-4 years 3.4 years +

### Question:Have you previously worked in a call center?

### Type:Yes/No

### Responses: 1.Yes 2.No

### Role Requirements

### Question:What would be your preferred working hours ?

### Type:Multiple Choice

### Responses: 1.Daytime 2.Evenings 3.Flexible

### Question:What would be your preferred working days?

### Type:Multiple Choice

### Responses: 1.Weekdays 2.Weekends 3.Flexible

### Question:Are you available for shift work?

### Type:Yes/No

### Responses: 1.Yes 2.No

### Industry Experience

### Question:Do you have previous (industry) experience?

### Type: Multiple Choice

### Responses: 1.Yes 2.No

### Question: Have you worked in a busy (hotel, restaurant, Pharmacy, Hospital, Call Center)?

### Type: Multiple Choice

### Responses: 1.Yes 2.No