Viewing Prescreening Questions
You will view an applicant’s job documents in the **People** tab of the job requisition page. Once you select your applicant, you may click on their name to open the document information.
If you requested applicants to answer prescreening questions, you will find their responses in the **Screen** tab. You can view these responses by selecting **Person Screening Questions**. Once selected it will open the questions and answers page.
If there is more than one applicant to view you can return to the list of applicants in the People tab by clicking the Back button. Another way to move to other applicants is to select the Next arrow or Previous arrow to navigate through the list of names; you may also enter the page number if you know which page a particular name is on.