


**Using Office 365's Forms
Application to Collect Pre-
Screening Evaluation Rubric
Responses from Your Search
Committee**

To access the Pre-Screening Evaluation Template through Office 365, please click on the following link.
Please note you must be signed into MyQ to access Office 365.

<https://forms.office.com/Pages/ShareFormPage.aspx?id=WJhACftp6U2YeZDbIrUur-ZUQGoDRIxAhiPfVZiEMN5UOEcwNko2WjkxRTBWWUZQRTFCS0dCQjdPNi4u&sharetoken=S6d6VyC6srGQJyQHtDkV>

1. Click on “**Duplicate it**”

 Duplicate this form and start to use it as your own.



Pre-Screening Evaluation Form

1. Candidate Name

Enter your answer

2. Interview Date

Enter your answer

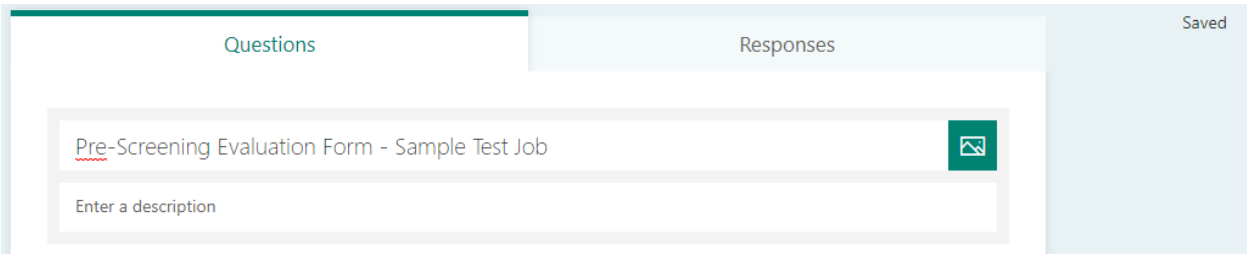
2. The form will then be saved in your personal Office 365 application. You can share it with your search committee members and the responses will come back to you.
3. You can re-name the title of the Form by clicking on the text. The form saves automatically.

Questions

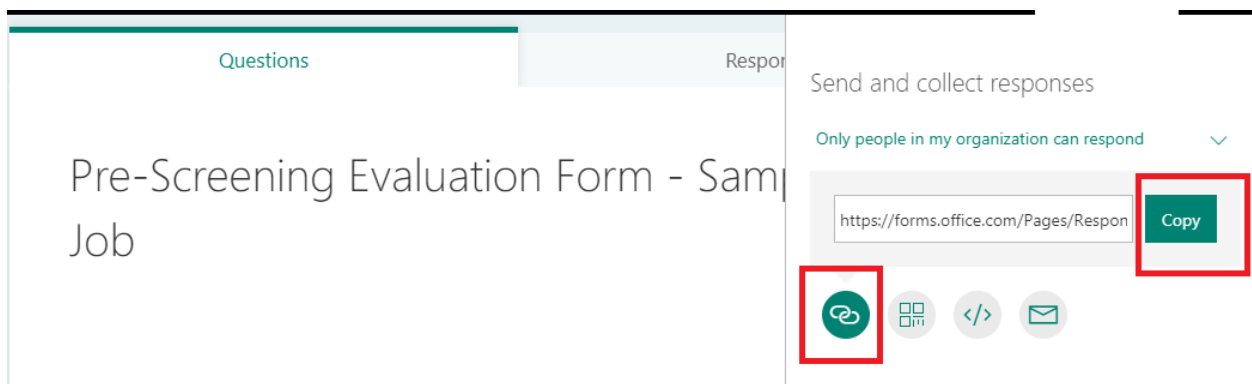
Responses

Click on text to change

Pre-Screening Evaluation Form (Copy)



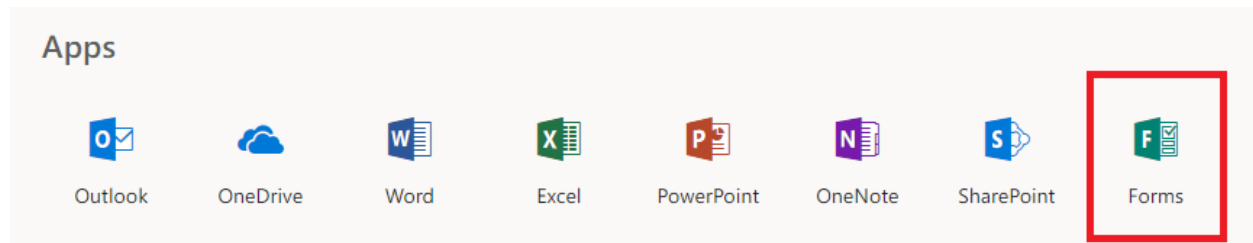
4. To share it with your search committee members, click “Share” at the top right of the screen.
5. If you would like the responses to be **anonymous**, choose “**Anyone with the link can respond**” under **Select and collect responses**.
 - a. Instruct your search committee members to enter Anonymous as the response to Question #5-Interviewer.
6. If you would like to see the **names of search committee members who responded**, choose “**Only people in my organization can respond**” under **Send and Collect Responses**.
7. Use the copy button to copy the link to the form.



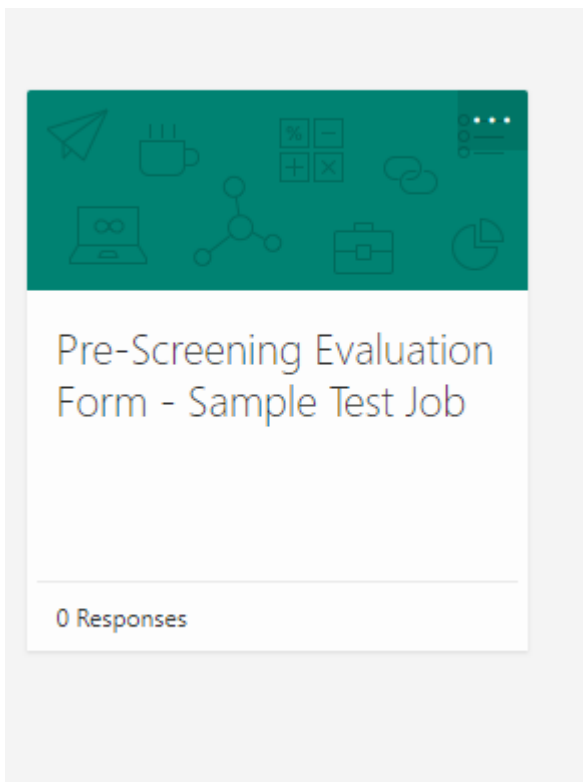
8. Share the form with your search committee members through email by using the link you have copied.
9. Please note you will not be automatically notified of responses. You will have to sign into your Office 365 account using MyQ to check for responses on a regular basis.
 - a. Log-in to MyQ.
 - b. Click on the Office 365 icon on the left side of your screen (under QU Text Alerts).



- c. Sign into Office 365 using your QU single-sign on credentials.
- d. Click on **Forms** all the way to the right under **Apps**.



- 10. Click the “form” you wish to view responses for.



11. Once your search committee members have responded using the form, you will be able to see their responses by clicking on **Responses**.

The screenshot shows a web interface with two tabs at the top: 'Questions' and 'Responses'. The 'Responses' tab is highlighted with a red border. Below the tabs, the title 'Pre-Screening Evaluation Form - Sample Test Job' is displayed. Underneath, there is a question labeled '1. Candidate Name' followed by a text input field containing the placeholder text 'Enter your answer'.

12. You will be able to view the results through the **Forms** application as well as export to Excel. You will be able to attach the Excel spreadsheet to your job requisition in PageUp.

Pre-Screening Evaluation Form - Sample Test Job

The summary card displays the following information:

Responses	Average time to complete	Status
0	00:00	Active

Below the summary card, there are two buttons: 'View results' and 'Open in Excel'. Both buttons are highlighted with a red border. The 'Open in Excel' button includes a small Excel icon.