Adding Job Specific Questions to Application Form

<table>
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<th>What you need to do</th>
<th>What you will see</th>
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<td><strong>STEP 1:</strong> In the requisition, navigate to <strong>Posting Section</strong>. This section will enable you to post your job to the TC Careers site.</td>
<td>![Posting Section Screenshot]</td>
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<tr>
<td><strong>STEP 2:</strong> Click on the button that says “Add Posting Channels”. Doing so will allow you to post your job to the TC Careers site.</td>
<td>![Add Posting Channels Screenshot]</td>
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</tbody>
</table>
STEP 3:
Select the appropriate categories for your posting, the opening date and closing date (if applicable), and ensure all required fields are filled out properly.

STEP 4:
Once you have finalized the contents of your posting (Ex: Title, Summary, Job Category), scroll to the bottom of the page and click on “Select” next to Application Form.

STEP 5:
From the drop-down menu, select the appropriate Application Form for the job you are posting.
STEP 6:
Once you have selected the appropriate Application Form for your posting, you may also add additional questions to the application form through the question library.

To do so, click on the question library button.

STEP 7:
When you click on “Question Library”, you will be brought to this screen where you can choose to add additional questions to your application form.

Upon clicking “Add” you will see the question you selected move to the “Selected Questions” section.

Once you have selected your questions, click save.
STEP 8:

Once you have saved your posting, you will be re-directed to the posting tab.

Here you will now see your job posting is live on the TC Careers site.