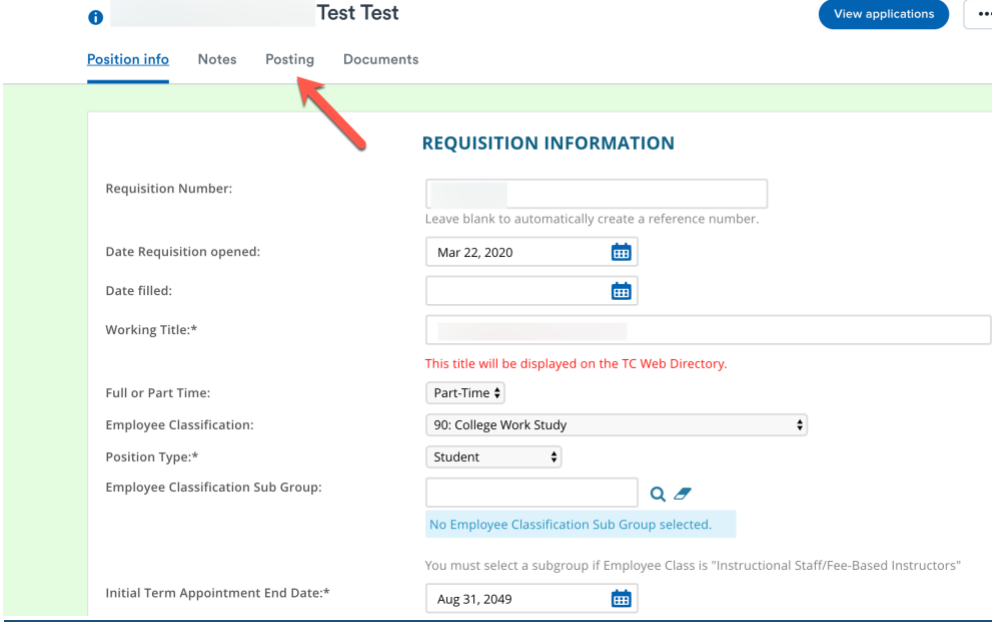
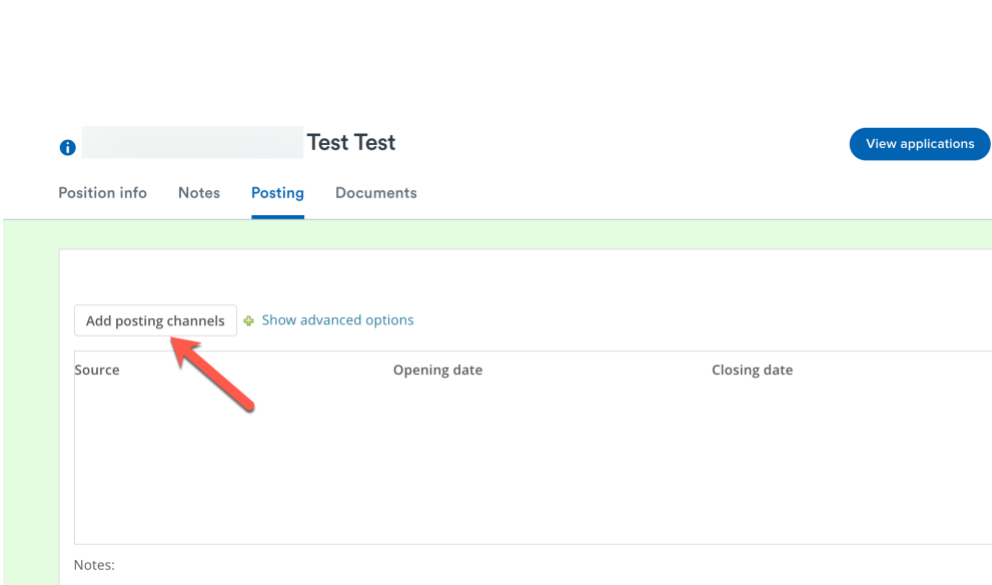


Adding Job Specific Questions to Application Form

What you need to do	What you will see						
<p>STEP 1:</p> <p>In the requisition, navigate to Posting Section. This section will enable you to post your job to the TC Careers site.</p>	 <p>The screenshot shows the 'Test Test' requisition page. The 'Posting' tab is selected in the navigation menu, indicated by a red arrow. The 'REQUISITION INFORMATION' section contains the following fields:</p> <ul style="list-style-type: none"> Requisition Number: [Text input] Date Requisition opened: Mar 22, 2020 [Calendar icon] Date filled: [Calendar icon] Working Title: [Text input] Full or Part Time: Part-Time [Dropdown] Employee Classification: 90: College Work Study [Dropdown] Position Type: Student [Dropdown] Employee Classification Sub Group: [Text input] Initial Term Appointment End Date: Aug 31, 2049 [Calendar icon] 						
<p>STEP 2:</p> <p>Click on the button that says “Add Posting Channels”.</p> <p>Doing so will allow you to post your job to the TC Careers site.</p>	 <p>The screenshot shows the 'Test Test' requisition page with the 'Posting' tab selected. A red arrow points to the 'Add posting channels' button. Below the button is a table with the following columns:</p> <table border="1"> <thead> <tr> <th>Source</th> <th>Opening date</th> <th>Closing date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Notes: [Text area]</p>	Source	Opening date	Closing date			
Source	Opening date	Closing date					

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.

Include video: Yes No

Application form: * Standard Application form Preview Question Library

Hidden job (A blind requisition does not appear on the TC Career Portal.)

Position types: *

- Select all
- College Work Study
- Faculty
- FT Instructor
- FT Lecturer
- Interim
- PT Instructional
- Staff
- Student
- Temporary

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.

Question Library

Search 12 Questions

CWS - Are you currently a full-time employee at Teacher's College? Add

CWS - Have you been awarded federal work-study for the term in which a work-study position is being sought? Add

CWS - Have you been awarded federal work-study for the term in which a work-study position is being sought? Add

CWS - Are you taking at least 6 credits (or equivalent, which includes full-time equivalent offerings - HBSK 6480, CCPJ 6480, CCPX 6480, or any 8900 course)? Add

CWS - Are you a student matriculated in a TC degree program? Add

Selected Questions

CWS - Have you been awarded federal work-study for the term in which a work-study position is being sought? Delete



Cancel 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.

The screenshot shows a web interface for a job posting titled "Test Test". The "Posting" tab is selected, showing a table of posting channels. A red box highlights the first entry: "TC Careers" with LinkedIn and Twitter icons, an opening date of "Apr 15, 2020, 9:00am", and a closing date of "--".

Source	Opening date	Closing date
TC Careers  	Apr 15, 2020, 9:00am	--