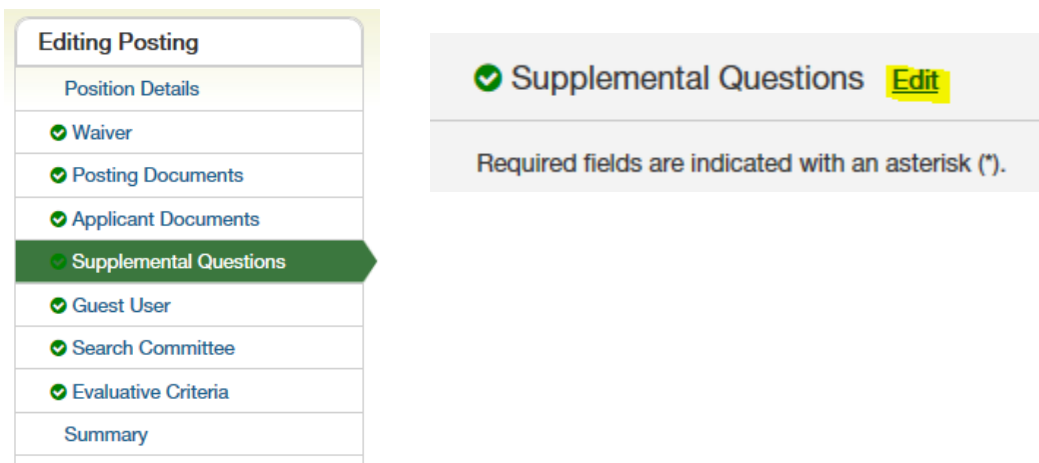# Adding the Required Advertising Supplemental Question to a Posting
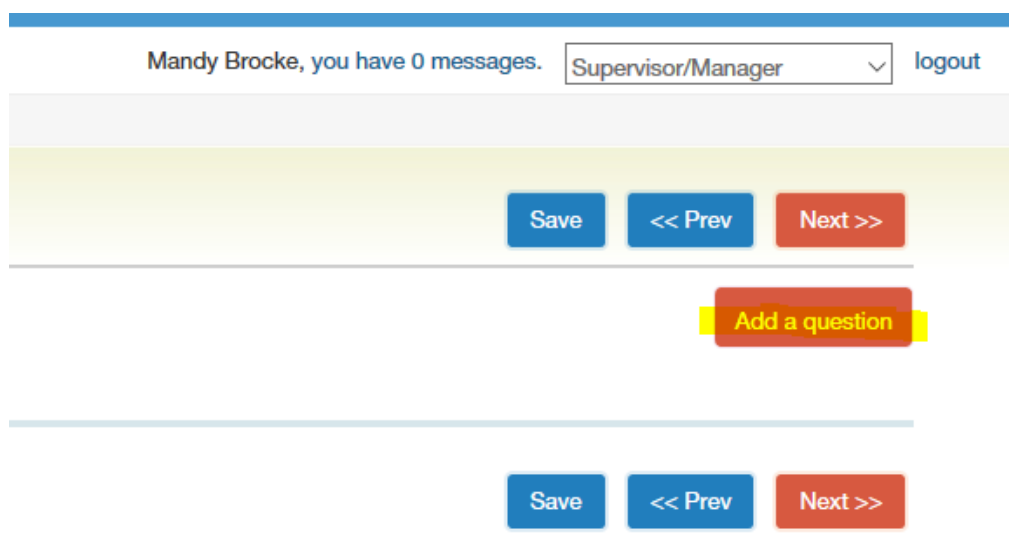
To measure the effectiveness of our advertising venues, we ask applicants to let us know how they heard about the position they are applying for.

To add this required supplemental question, follow the steps below.

1. Within a posting, click on the **Supplemental Questions** tab on the left side or click on the **Edit** in the posting summary.

2. Select the orange button labeled **Add a Question** on the right side of the page:

3. Within the supplemental question library, click on the **Category** dropdown, and scroll down to the category called **REQUIRED ADVERTISING QUESTION.**

Available Supplemental Questions

Category: Any ▾   Keyword: _____

Add Cate...

| Enrollment Management |
| Facilities |
| Finance & Administration |
| Graduate Studies |
| Human Resources |
| ITS |
| Law |
| Letters, Arts, & Social Sciences |
| Natural Resources |
| President's Office |
| Provost's Office |
| REQUIRED ADVERTISING QUESTION |
| Research Office |
| Science |
| Typical Minimum Qualifications |
| UI Boise |
| UI CDA |
| UI Idaho Falls |
| University Library |
| Vice Provost for Student Affairs |

☐ Typic...Quali... ...ompleted education?
☐ Athle... ...rs a week?
☐ Athle... ...pm-6pm Tues-Fri and all day Saturday?
☐ Athle... ...e up to 50 pounds?
☐ Athle... ...inimal supervision during practice?
☐ Athle... ...en's locker room when players are present?
☐ Athle... ...uition fee waiver, are you an enrolled University of Idaho
☐ Athle... ...e of the state of Idaho? b)currently not receiving the WUE ...ceiving the Discover Idaho Scholarship?
☐ Athle... ...required for this position are the Desirable Qualifications listed ...ncrease your screening score, please address how you meet as ...ations as possible. IMPORTANT: Your responses to the above ...hing your qualifications for this position. Please note that one- ...ntences, etc. will not receive high scores in the screening

☐ ITS   This position requires a Bachelor's Degree (Computer Science, Management Information Systems, or related field), OR four (4) years of experience programming in one or more

4. Click on the box next to the question to add it to the posting, then select **Submit** at the bottom of the page:

Add a Question   ✖

Available Supplemental Questions

Category: REQUIRED ADVERTISING QUESTION ▾   Keyword: _____

Add	Category	Question
☑	REQUIRED ADVERTISING QUESTION	How did you hear about this employment opportunity?

Displaying **1**

Can't find the one you want? Add a new one

Submit   Cancel

5. Click on the box marked Required.

Supplemental Questions

Included Supplemental Questions

Position	Required	Category	Question
1	☑	REQUIRED ADVERTISING QUESTION	How did you hear about this employment opportunity?

Save   << Prev   Next >>