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**.

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

### Supplemental Questions

#### Included Supplemental Questions

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<tr>
<th>Position</th>
<th>Required</th>
<th>Category</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>☑</td>
<td>REQUIRED ADVERTISING QUESTION</td>
<td>How did you hear about this employment opportunity?</td>
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