

# TFA Career Connect: Getting Started Guide How to Post a Role

Welcome to TFA Career Connect. Below are links to video resources you may find helpful in your effort to post open roles.

## To Post an Open Role on the Platform:

1. Navigate to the Jobs tab on TFA Career Connect
2. Click on "Post a Job" in the white rectangle on the upper right side of the page
3. Follow prompts to either "Refer a Role" or "Hire for a Role"
  - a. "Refer a Role" is to share an opportunity that you are not the hiring manager for
  - b. "Hire for a Role" is to post an open role for your organization you are recruiting with
4. Once your role is posted, check back regularly to view submitted applications, messages from potential applicants, and to update your job post or organization page



**Still have questions?**

Reach out to us using our [Contact Us](#) form.