



TFA CAREER CONNECT: Getting Started Guide How to Post a Role

Welcome to TFA Career Connect. Access the step-by-step guide below to learn how to create and publish a role on the platform.

To Post an Open Role on TFA Career Connect:

- Navigate to the **Jobs** tab on **TFA Career Connect**
- Select **“Post a Job”** in the navigation menu.
- Follow prompts to either **“Share a role”** or **“Hire for a role”**
 - **“Share a role”** - Share a role for which you are not the hiring manager or recruiter.
 - **“Hire for a role”** - Post an open role for your organization that you are actively recruiting for.
- Complete the job posting form and submit your role.
- After your role is published, return regularly to:
 - Review applications
 - Respond to candidate inquiries
 - Update your job posting, as needed

Need additional guidance? Click [here](#) for step-by-step instructions for creating a job posting on TFA Career Connect.



Still have questions?
Reach out to us using our [Contact Us](#) form.