# CAREER CENTER EMPLOYER MANUAL

## New account and resume search





### **CAREER CENTER EMPLOYER MANUAL**

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#### **Employer Support**

If you have any questions, please contact Wiley for customer support by email at <u>recruitmentsales@wiley.com</u> or call the applicable regional team:

Americas: +1 (978) 609 4215 Europe, Middle East & Africa: +44 (0)1243 772041 Asia Pacific: +61 3 92743162

#### **Create an Account**

- 1. Access the Career Center at https://employers.cfainstitute.org/
- 2. Select the Create an account link.

		Sign in or Create an account Job Seekers
	CFA Institute® Career Center	VISA
Home	Your Jobs	
		We'll help you attract the very best talent.

3. Enter all required details as indicated by the red dots.

Title First name   Email address Confirm email address   Email address Confirm password   Password Confirm password   Password Confirm password   Company Information Confirm password   Please note: address and contact details provided here will be publicly visible to job candidates via your Employer Profile   Company name   Company name   Please select	Your details		Sign in if you already have an account.
Password • Confirm password • Track and manage applications • Track and download resumes • Access your purchased resumes from any device • Company information Please note: address and contact details provided here will be publicly visible to job candidates via your Employer Profile Company name • Employer type • Please select	Title First	name • Last nan ₽ • • • • • • • • • • • • • • • • • •	Account benefits
Company Information Please note: address and contact details provided here will be publicly visible to job candidates via your Employer Profile Company name • Employer type • Please select	Password •	Confirm password •	Fost pos advertisements     Frack and manage applications     Find and download resumes     Access your purchased resumes from any     device
Company name •  Company name •  Employer type •  Please select	Company information Please note: address and contact details Employer Profile	s provided here will be publicly visible to job candidates via your	
Please select	Company name •		
Address line 1 •			f

4. Review and agree to our Terms and conditions and Privacy policy by checking the box. Click the **Create an account** button.

All emails will contain a link in the footer to enable you to unsubscribe at any time	
I agree to the Terms and conditions and Privacy policy. •	
Create an account	

5. As indicated on the Thank you page (A), you'll need to verify your email. Navigate to the inbox of the email you used to register to find the verification email. Click the link in the body of the email to verify your email address (B). (<u>Note</u>: Check your spam or junk mailboxes if you do not see the email in your regular mailbox. The sender is CFA Institute Career Center <info@careers-email.cfainstitute.org>.)



Thank you	
✓ Your account is now active. Why not complete your company profile?	
Email verification is required before any jobs go live. Please click on the link in the email we have sent to verify your account.	

	ouron ounon antogeoreers enteneransmate.org-
o me 🔻	
Dear Lauren	
Thank you for	registering on CFA Institute Career Center.We need to confirm your email address is correct
PLEASE NOT	E: Any jobs posted will not go live until your email address is verified.
To verify your	email address, please click on the link below.
VERIFY YOU	R EMAIL ADDRESS NOW:
https://employ	ers.cfainstitute.org/verify-email/7cf634405f624578a6817d0fe1ddff9c/
https://employ	ers.cfainstitute.org/verify-email/7cf634405f624578a6817d0fe1ddff9c/
https://employ (If the link doe	ers.cfainstitute.org/verify-email/7cf634405f624578a6817d0fe1ddff9c/ sn't work, try copying and pasting it into your browser).
https://employ	ers.cfainstitute.org/verify-email/7cf634405f624578a6817d0fe1ddff9c/ sn't work, try copying and pasting it into your browser).
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https://employ (If the link doe Many thanks, The CFA Insti	ers.cfainstitute.org/verify-email/7cf634405f624578a6817d0fe1ddff9c/ sn't work, try copying and pasting it into your browser). tute Career Center Team
https://employ (If the link doe Many thanks, The CFA Insti	ers.cfainstitute.org/verify-email/7cf634405f624578a6817d0fe1ddff9c/ sn't work, try copying and pasting it into your browser). tute Career Center Team
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https://employ (If the link doe Many thanks, The CFA Insti  Questions? Email us by vi	ers.cfainstitute.org/verify-email/7cf634405f624578a6817d0fe1ddff9c/ sn't work, try copying and pasting it into your browser). tute Career Center Team siting <u>https://careers.cfainstitute.org/staticpages/100/contact-us/</u>

6. A browser will open to confirm your email has been verified. You will have the option to **complete your company profile** by clicking the link. (*Note*: You can stop here and complete the profile later if desired.)

Email verification	
✓ Your email address has been successfully verified. You can now access your full account.	_
Why not complete your company profile	Continue

7. Contact the society to confirm your account name once it has been created and activated. The society will have your access to the resume database activated.

**CFA** Institute

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#### **Search Resumes**

Once the society has confirmed that your access to search the resume database is activated, you can log in at <u>https://employers.cfainstitute.org/</u> with the credentials previously created.

1. After logging into your account, click the **Resume Search** link in the top navigation bar on the Home page.



2. Enter search details and click the **Search** button. (<u>Note</u>: Additional search options are available by clicking the **More search options** link.)

		Resume search	Toggle search form ▼
Keywords ?		500 cha	aracters left Last updated within
e.g. Portiolio Manager A	ND ("multi-asset" OR "fixed income	3.)	Please select
1			

e.g. London		Within 20 miles	Search
New search   Your shortlist (0)   Bulk downloads			More search options
Job function		Preferred location	
Academics Accounting/Audit/Tax Accounting/Audit/Tax Actuarial Services Banking Banking Brokerage C-Suite Level Management Commodities Certifications Passed CFA Level I Passed CFA Level II	•	e.g. London Availability Immediately One month Three months Four months Four months Six months Six months More than six months	Within 20 miles 🗹
Passed CFA Level III (Charter Pending)     CFA Charterbalder		Preferred salary	
CrActerino Control Principles     Passed CIPM Expert     CIPM Expert     CIPM Certificant Education     Bachelors     Masters     Doctorate		<ul> <li>\$30,000 - \$49,999</li> <li>\$50,000 - \$74,999</li> <li>\$75,000 - \$99,999</li> <li>\$100,000 - \$124,999</li> <li>\$125,000 - \$149,999</li> <li>\$150,000 - \$149,999</li> <li>\$150,000 - \$149,999</li> </ul>	Ŷ
Preferred job function		Preferred employment type	
Academics Accounting/Audit/Tax Accounting/Audit/Tax Actuarial Services Banking Brokerage C-Suite Level Management	^	Consuling Internship	
Commodities	~		
Willing to relocate □ Yes □ No			Search

3. Once your list populates, click the candidate's name to see full resume details. You can save a candidate to a shortlist by clicking the star icon. (*Note: The star will turn blue when saved.*) The shortlist can be accessed at any time through the Resume Search page **Your shortlist** link (A).

sume alerts ▼ Saved searches ▼		Display: A	All matching resumes 🔻
			NEW
JOHN DOE			
Last updated Jan 18, 2019 Last logge	d in Jan 18, 2019		
An MBA Graduate with a concentrat	on in Finance actively looking for opportunities in the Financial Serv	ices Industry.	
Current job title	Preferred job function	Willing to relocate	
Not Employed	Credit Analysis, Equities Research: Buy Side	Yes	
JANE DOE			NEW
Viewed at 19:55 on 1/18/2019			
Last updated Jan 18, 2019 Last logge	d in Jan 18, 2019		
Current job title	Preferred job function	Willing to relocate	
	,	· · · · · · · · · · · · · · · · · · ·	

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Home Yo	our Jobs	Resume Search			
			Resume search		Toggle search form ▼
Keywords ?	anager AND	("multi-asset" OR "fixed incom	3")	500 characters left	Last updated within Please select
Current location					
e.g. London			Within 20 miles		Search
New search Y	our shortlist	(2) Bulk downloads			More search options

#### **Create Resume Alerts**

1. From the Resume Search page, create a resume alert by clicking the **Resume alerts** link then selecting **Set up a resume alert**. (*Note:* You can access all setup alerts by clicking the **Manage resume alerts** dropdown option.)

	Resume search		
Keywords ? e.g. Portfolio Manager AND ("multi-asset" OR "fixed income")	500 characters left	Last updated within Please select	
Current location	Within 20 milos	Soorch	
New search Your shortlist (2) Bulk downloads	Within 20 miles	More search options	
Resumes found 8,413 Resume alerts Saved searches V Set up resume alert		Display: All matching resumes ▼	
Manage resume alerts Last updated Jan 22, 2019 Last logged in Jan 22, 2019		NEW	

2. Name your alert and select how often you wish to be notified. Click **Save**. (*Note: Alert notifications will be sent via email.*)

	Resume search	Toggle se
Vanager AND ("mul	Set up a resume alert for this search We will alert you when resumes matching your search criteria are added to the candidate database.	X dated within a select
Your shortlist (2)	Name your alert •	Search More
ound 8,413	Once a day As soon as resumes are added	
Carea Searche	Cancel Save	Proproy. All matchin

#### **Create Saved Searches**

1. From the Resume Search page, create a saved search by clicking the **Saved searches** link then selecting **Set up** a saved search. (*Note: You can access all saved searches by clicking the* **Use a saved search** dropdown option.)

Resume search			Toggle search form <b>▼</b>	
Keywords 2		489 characters left	Last updated within Please select	
Current location				
e a London	Within 20 miles	$\checkmark$	Search	
e.g. condon	Within 20 miles			
New search Your shortlist (2) Bulk downloads	Within 20 miles		More search options	
New search Your shortlist (2) Bulk downloads Resumes found 7,325	Within 20 miles		More search options	
New search       Your shortlist (2)       Bulk downloads         Resumes found 7,325         Resume alerts       ▼	Within 20 miles	Sort by: Relevan	More search options	
New search       Your shortlist (2)       Bulk downloads         Resumes found 7,325         Resume alerts       ✓       Saved searches         Set up saved search       ✓	Within 20 miles	Sort by: Relevan	More search options cy ▼ Display: All matching resumes ▼	

2. Name your search and click the **Save** button. (*Note: CBE is candidate bulk email. Checking this box will send search results directly to your email.*)

	Resume search	
	Save this search	updated within ase select
ion		Sooreh
	Name your saved search .	Search
Your shortlist (2) B		More sear
	Add CBE	
found 7,325		×
	Cancel Sav	re l
ts V Saved searches		Display: All matching n