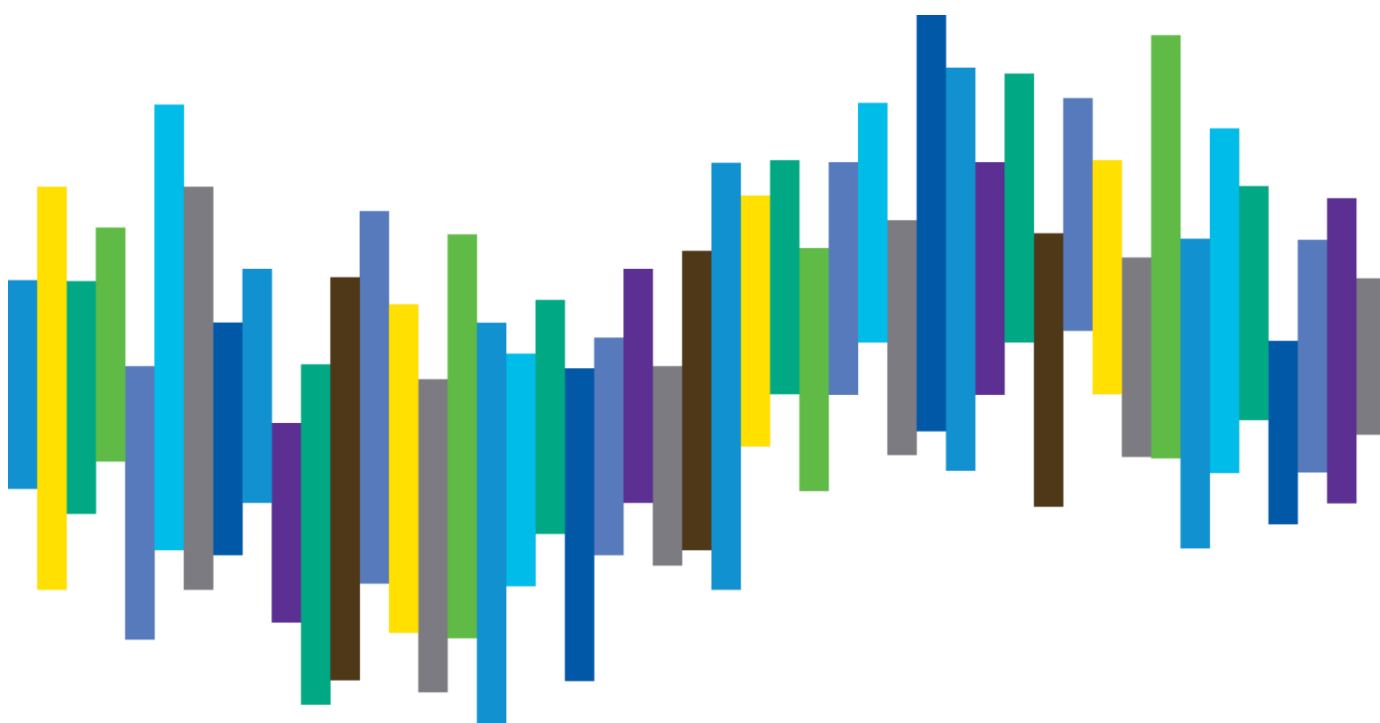


# CAREER CENTER EMPLOYER MANUAL

New account and resume search



CFA Institute

# CAREER CENTER EMPLOYER MANUAL

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## Employer Support

If you have any questions, please contact Wiley for customer support by email at [recruitmentsales@wiley.com](mailto:recruitmentsales@wiley.com) 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.

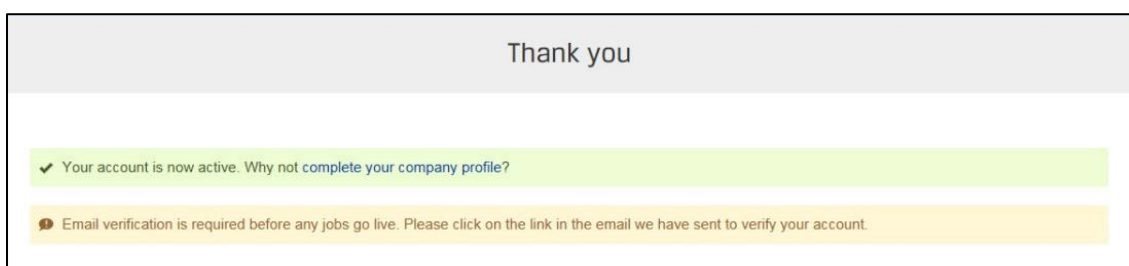


3. Enter all required details as indicated by the red dots.

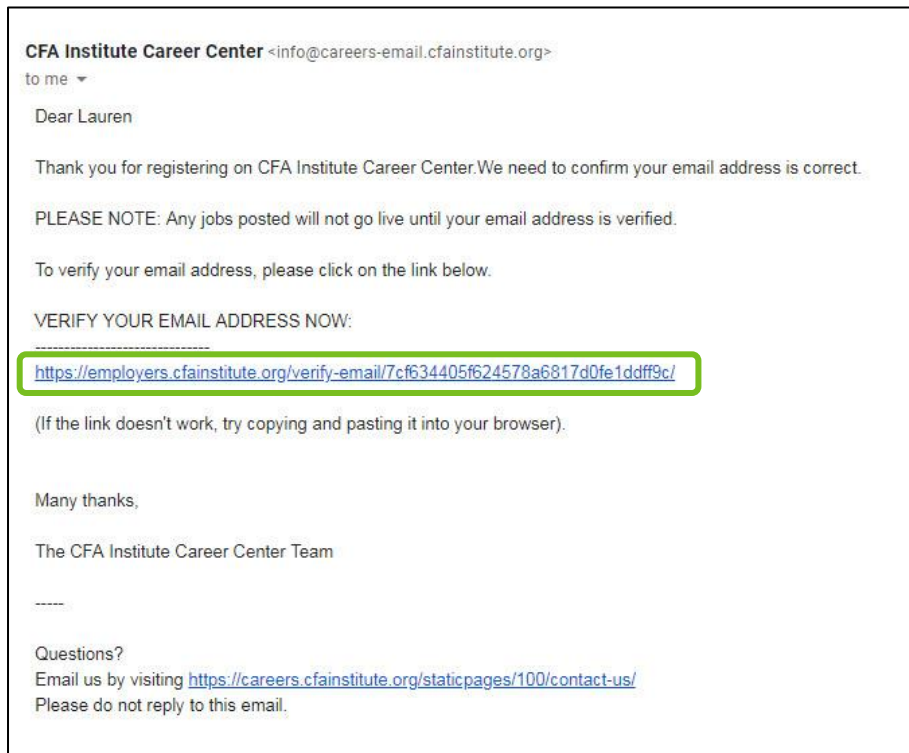
4. Review and agree to our Terms and conditions and Privacy policy by checking the box. Click the **Create an account** button.

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). *(Note: 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>.)*

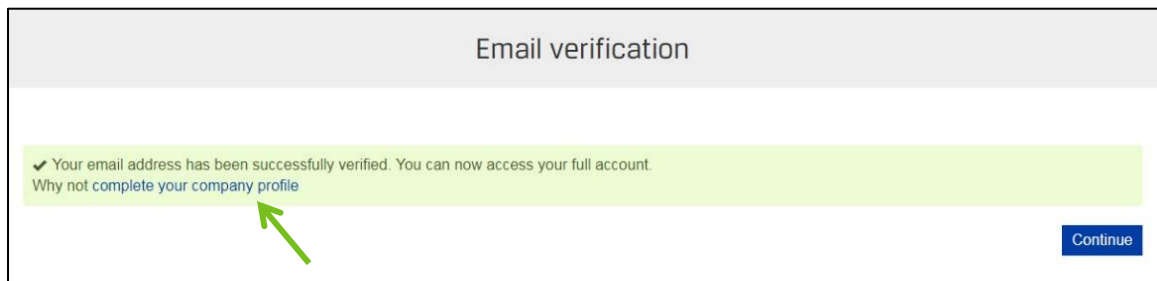
A.



B.



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.*)



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.

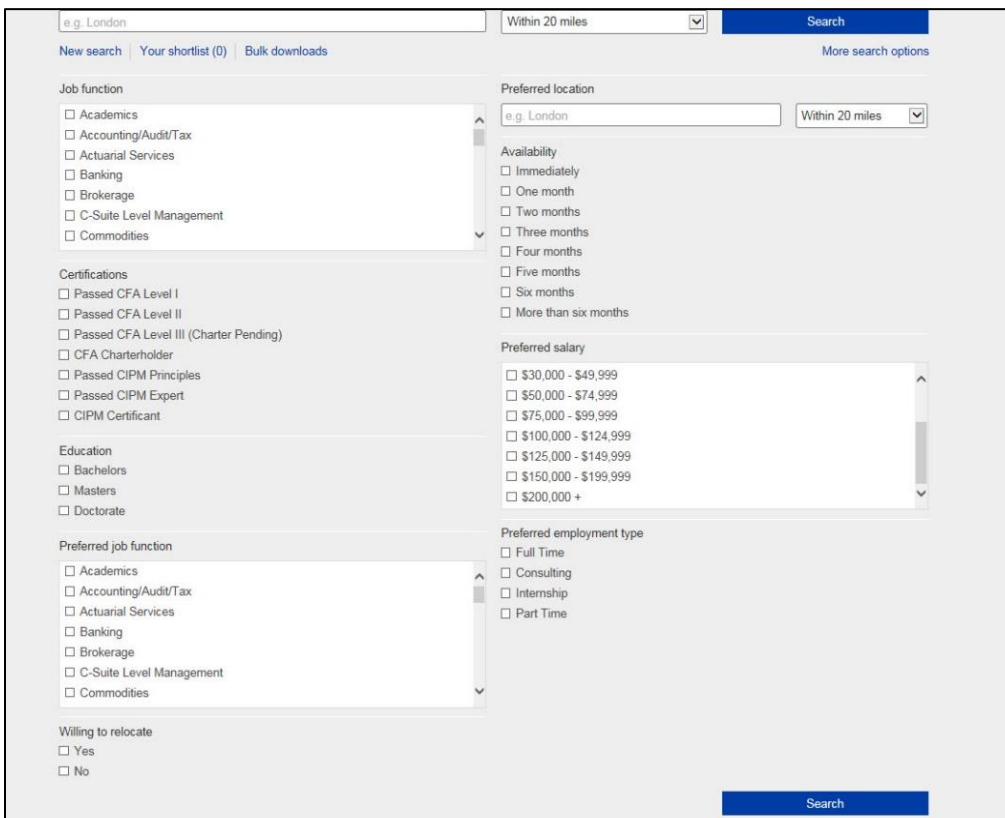
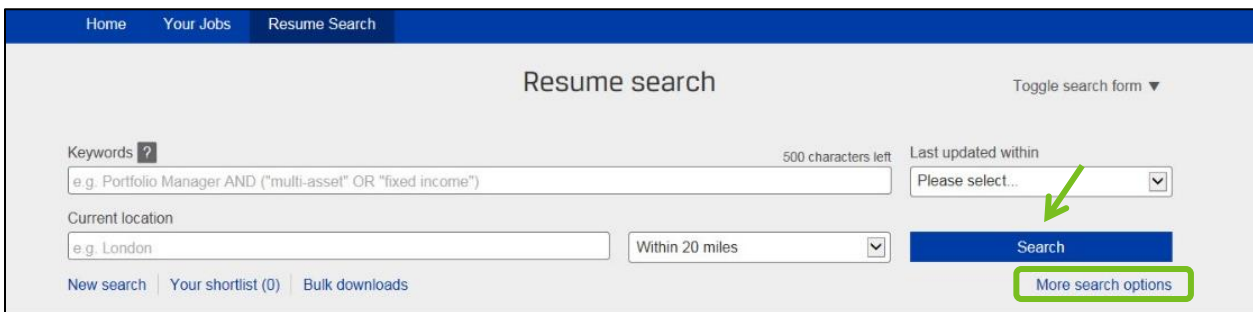
## Search Resumes

Once the society has confirmed that your access to search the resume database is activated, you can log in at <https://employers.cfainstitute.org/> 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. (*Note: Additional search options are available by clicking the **More search options** link.*)



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).

Resumes found 8,372

Resume alerts ▾ Saved searches ▾ Display: All matching resumes ▾

**JOHN DOE** NEW

Last updated Jan 18, 2019 | Last logged in Jan 18, 2019

An MBA Graduate with a concentration in Finance actively looking for opportunities in the Financial Services 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 logged in Jan 18, 2019

Current job title	Preferred job function	Willing to relocate
Unspecified	Unspecified	Unspecified

☆

A.

Home Your Jobs Resume Search

### Resume search

Toggle search form ▾

Keywords ? 500 characters left Last updated within

e.g. Portfolio Manager AND ("multi-asset" OR "fixed income") Please select...

Current location Within 20 miles Search

e.g. London

New search **Your 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.*)

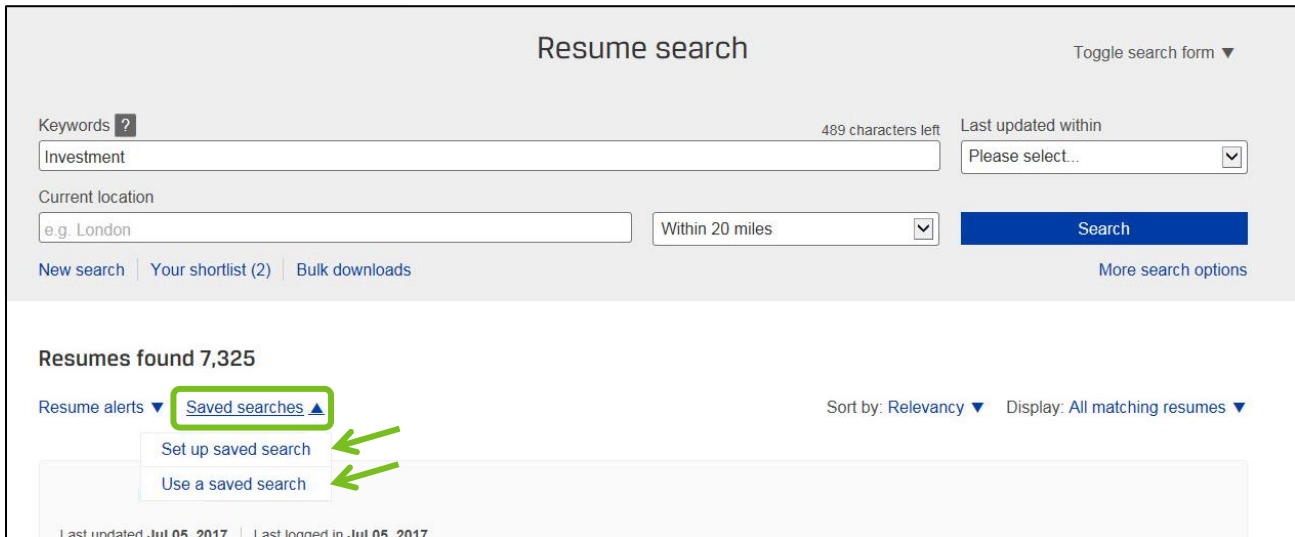
The screenshot shows the 'Resume search' interface. At the top, there is a search form with fields for 'Keywords' (containing 'e.g. Portfolio Manager AND ("multi-asset" OR "fixed income")'), 'Current location' (containing 'e.g. London'), and a distance filter set to 'Within 20 miles'. A 'Search' button is visible. Below the search form, there are links for 'New search', 'Your shortlist (2)', and 'Bulk downloads'. The main content area displays 'Resumes found 8,413' and a dropdown menu for 'Resume alerts' which is expanded to show 'Set up resume alert' and 'Manage resume alerts'. A green arrow points to the 'Resume alerts' link, and a green box highlights the 'Set up resume alert' option. At the bottom, there is a 'NEW' badge and a status bar showing 'Last updated Jan 22, 2019' and 'Last logged in Jan 22, 2019'.

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

The screenshot shows a modal dialog box titled 'Set up a resume alert for this search'. The dialog contains the text: 'We will alert you when resumes matching your search criteria are added to the candidate database.' Below this, there is a text input field for 'Name your alert'. Underneath is a dropdown menu with two options: 'Once a day' (highlighted in blue) and 'As soon as resumes are added'. At the bottom right of the dialog, there are 'Cancel' and 'Save' buttons. A green arrow points to the 'Save' button.

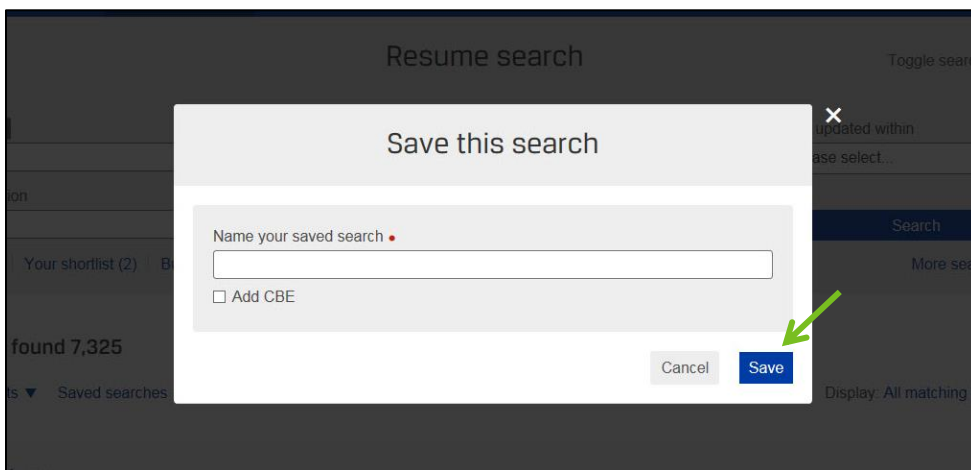
## Create Saved Searches

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.*)



The screenshot shows the 'Resume search' interface. At the top, there is a search bar with the keyword 'Investment' and a character count of '489 characters left'. Below the search bar, there are fields for 'Current location' (e.g. London) and a distance filter set to 'Within 20 miles'. A blue 'Search' button is visible. Below the search bar, there are links for 'New search', 'Your shortlist (2)', and 'Bulk downloads'. The main content area shows 'Resumes found 7,325'. A dropdown menu for 'Resume alerts' is open, showing 'Saved searches' with a green box around it. Below 'Saved searches' are two options: 'Set up saved search' and 'Use a saved search', both with green arrows pointing to them. At the bottom, there are dates: 'Last updated Jul 05, 2017' and 'Last logged in Jul 05, 2017'.

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.*)



The screenshot shows a 'Save this search' dialog box overlaid on the search page. The dialog box has a title bar with a close button (X). Inside, there is a text input field labeled 'Name your saved search' with a red dot indicating a required field. Below the input field is a checkbox labeled 'Add CBE'. At the bottom of the dialog box are two buttons: 'Cancel' and 'Save'. A green arrow points to the 'Save' button.