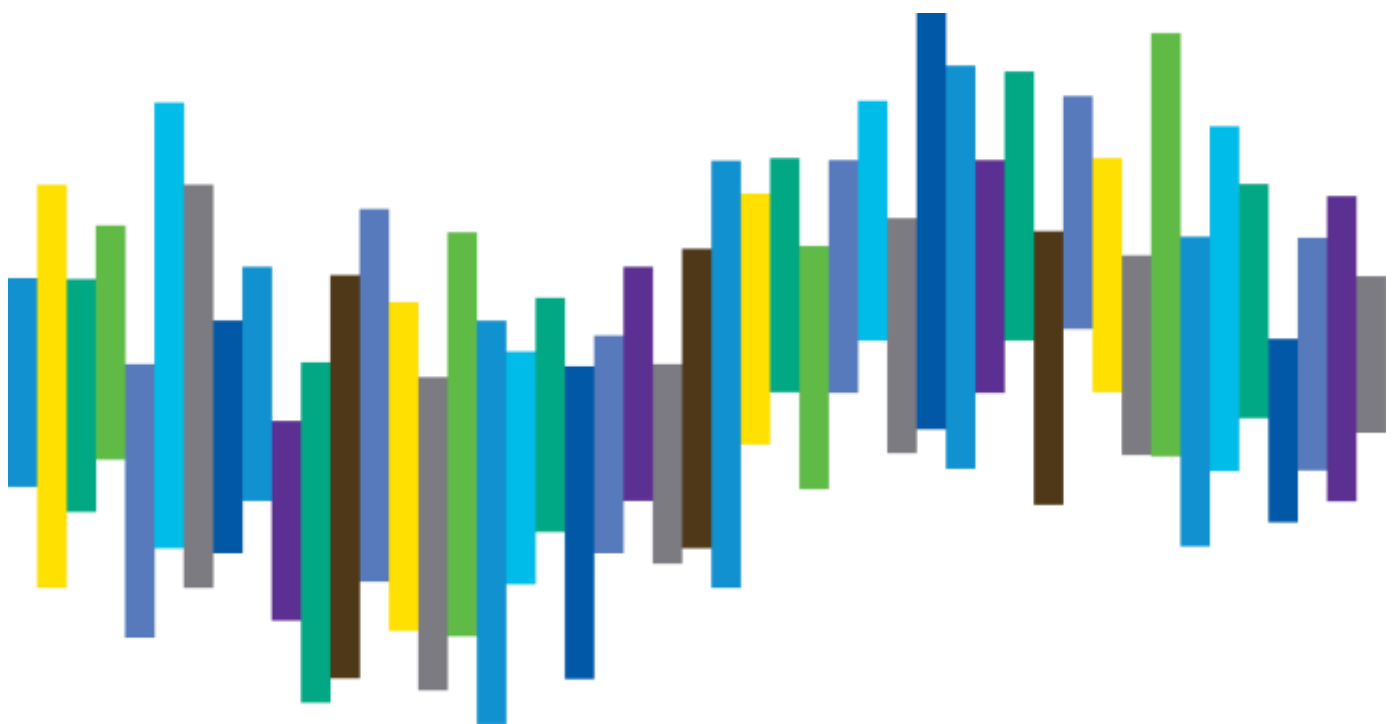


CAREER CENTER EMPLOYER USER MANUAL



CAREER CENTER EMPLOYER USER MANUAL

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Employer Support

If you have any questions, please contact Wiley for customer support by email at 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.

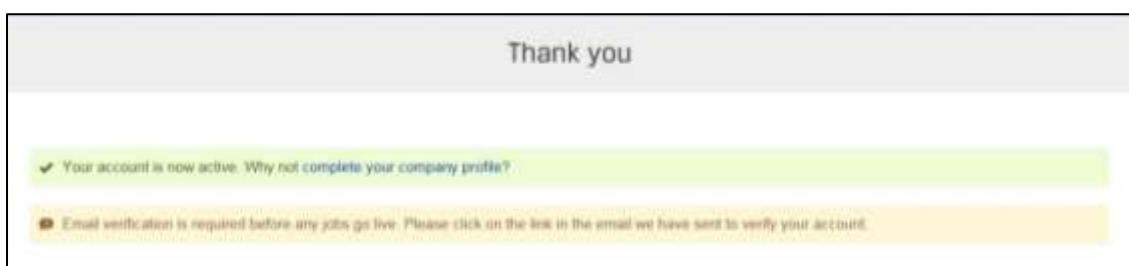


3. Enter all required details as indicated by the red dots.

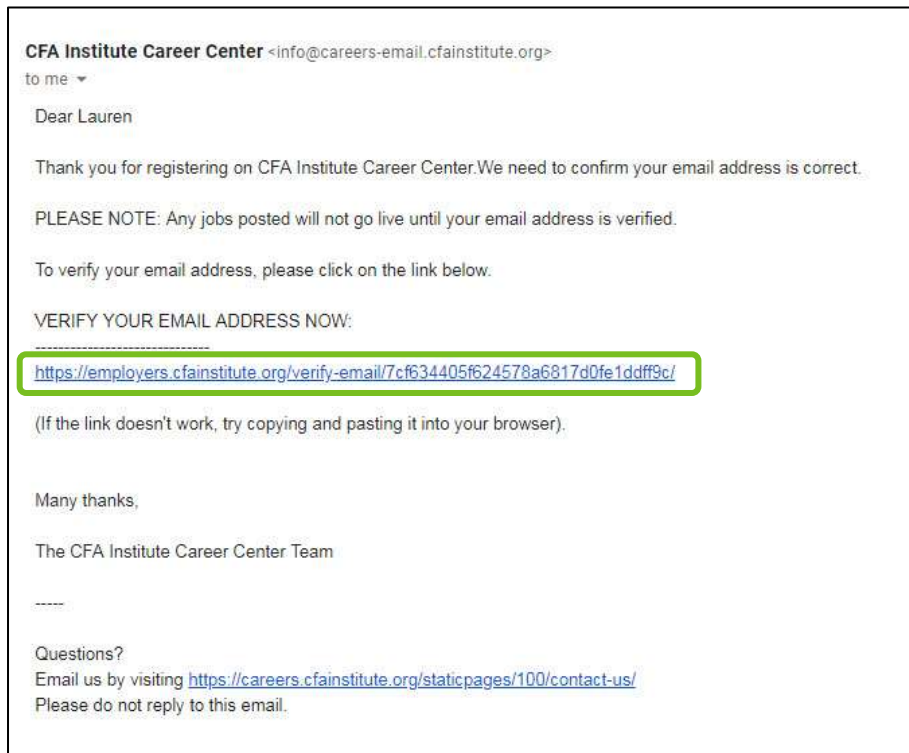
4. Review and agree to our Terms and conditions and Privacy policy by checking the box. Click the **Create an account** button.

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>.)

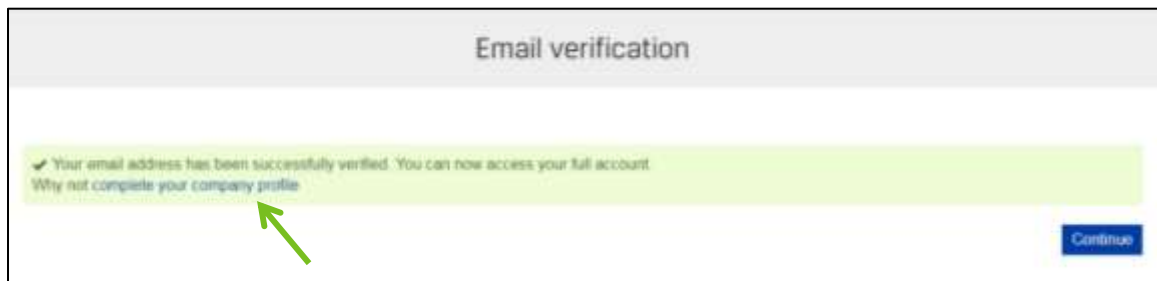
A.



B.

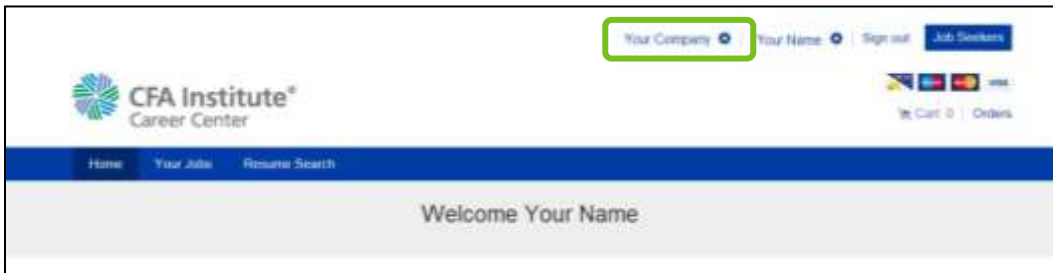


6. A browser will open to confirm your email has been verified. You will have the option to **complete your company profile** by clicking the link. (*Note: You can stop here and complete the profile later if desired.*)

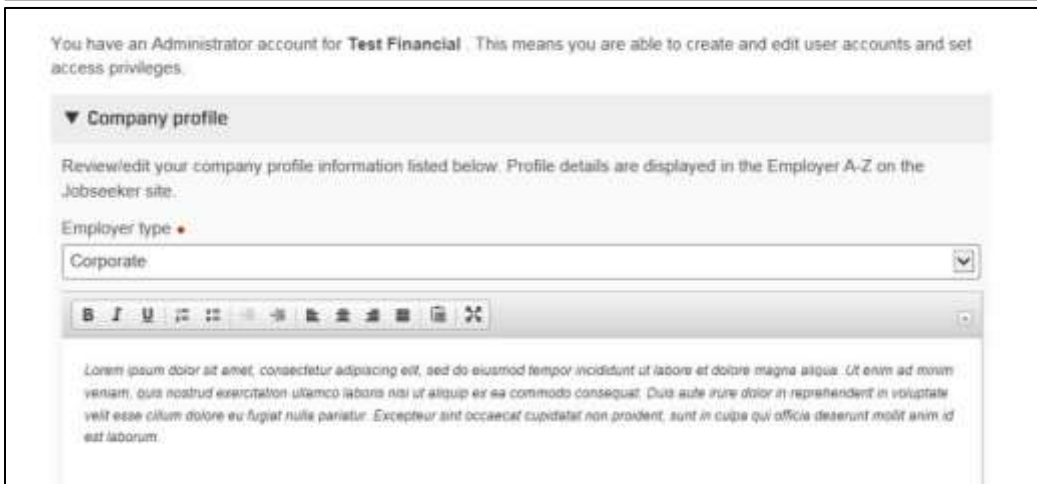


Create a Company Profile

1. If you are not creating your company profile immediately after you've created the account, navigate to the [Career Center Home](#) page to begin and sign in into you company account. Click your company name in the upper right corner to access your company profile.



2. Click the drop-down arrow to enter company information. (*Note: Red dots indicate required fields.*)



3. Click the **Save details** button when done.



Add User to Company Profile

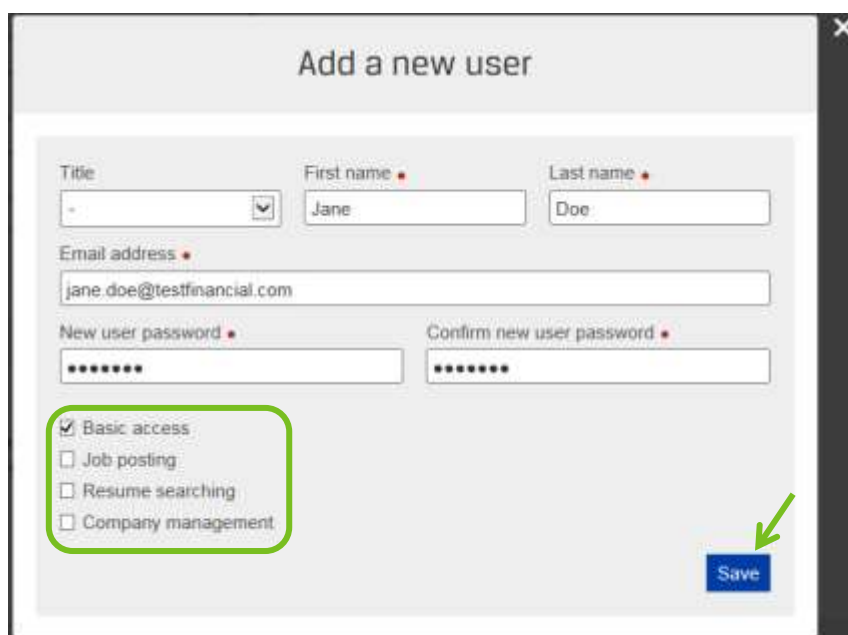
1. Navigate to your company profile (See step 1 in [Create a Company Profile](#) section).
2. Select the drop-down arrow next to **Company users**. Click the **Add new user** button.



3. Enter user details and click **Save**. (*Note: You will need to check at least one of the boxes to denote the new user's level of access.*)

Access Options:

- Basic access: grants access to employer services site
- Job posting: enables the ability to post jobs on behalf of employer
- Resume searching: enables the ability to search resume database
- Company management: allows user to manage all company users and edit company profile







The screenshot shows a form titled "Add a new user" with a close button (X) in the top right corner. The form contains several input fields: Title (dropdown menu with "-" selected), First name (text field with "Jane"), Last name (text field with "Doe"), Email address (text field with "jane.doe@testfinancial.com"), New user password (password field with "*****"), and Confirm new user password (password field with "*****"). Below the password fields is a section for access options with four checkboxes: "Basic access" (checked), "Job posting", "Resume searching", and "Company management". The "Basic access" checkbox is highlighted with a green box. A blue "Save" button is located at the bottom right of the form, highlighted with a green arrow.

Package Options and Features

Options

There are 4 packages to choose from when posting a job: standard, balanced, distributed, and diversified. Each contains different features for advertising your job post.

If you have internship opportunities, [click here](#) to post them at no cost.

Standard	Balanced	Distributed	Diversified
			
<p>Launch your no-frills campaign for straightforward hires.</p> <p>Online listing with your logo</p>	<p>Highlight your ad to ensure it gets noticed.</p> <p>Online listing with your logo + Ad highlighted in search results + Access to candidates via email + Access to resume database</p>	<p>Feature your listing for greater visibility.</p> <p>Online listing with your logo + Ad highlighted in search results + Access to candidates via email + Access to resume database + Ad featured on homepage</p>	<p>Expand your reach and maximize application numbers.</p> <p>Online listing with your logo + Ad highlighted in search results + Access to candidates via email + Access to resume database + Ad featured on homepage + Your ad will display prominently at the top of your selected Job Function</p>
<p>\$395 / £315 / €370</p> <p>30 days Select</p> <p>\$645 / £515 / €605</p> <p>60 days Select</p>	<p>\$545 / £435 / €510</p> <p>30 days Select</p> <p>\$845 / £675 / €790</p> <p>60 days Select</p>	<p>\$745 / £595 / €695</p> <p>30 days Select</p> <p>\$1195 / £955 / €1115</p> <p>60 days Select</p>	<p>\$1295 / £1035 / €1210</p> <p>30 days Select</p> <p>\$2095 / £1675 / €1955</p> <p>60 days Select</p>


If you are a firm that employs CFA charterholders, please [contact us](#) for a discount code towards any package purchase.

Features

1. **Online listing with your logo:** company logo will be displayed in job posting.

Northern Trust Asset Management - Quantitative Equity Research Analyst - Factor Investing (2-6 yrs)

[Send](#) [Save](#) [Apply](#)



Quantitative Equity Research Analyst - Factor Investing (2-6 years)

Northern Trust Asset Management, Bangalore

Mandatory Skills :

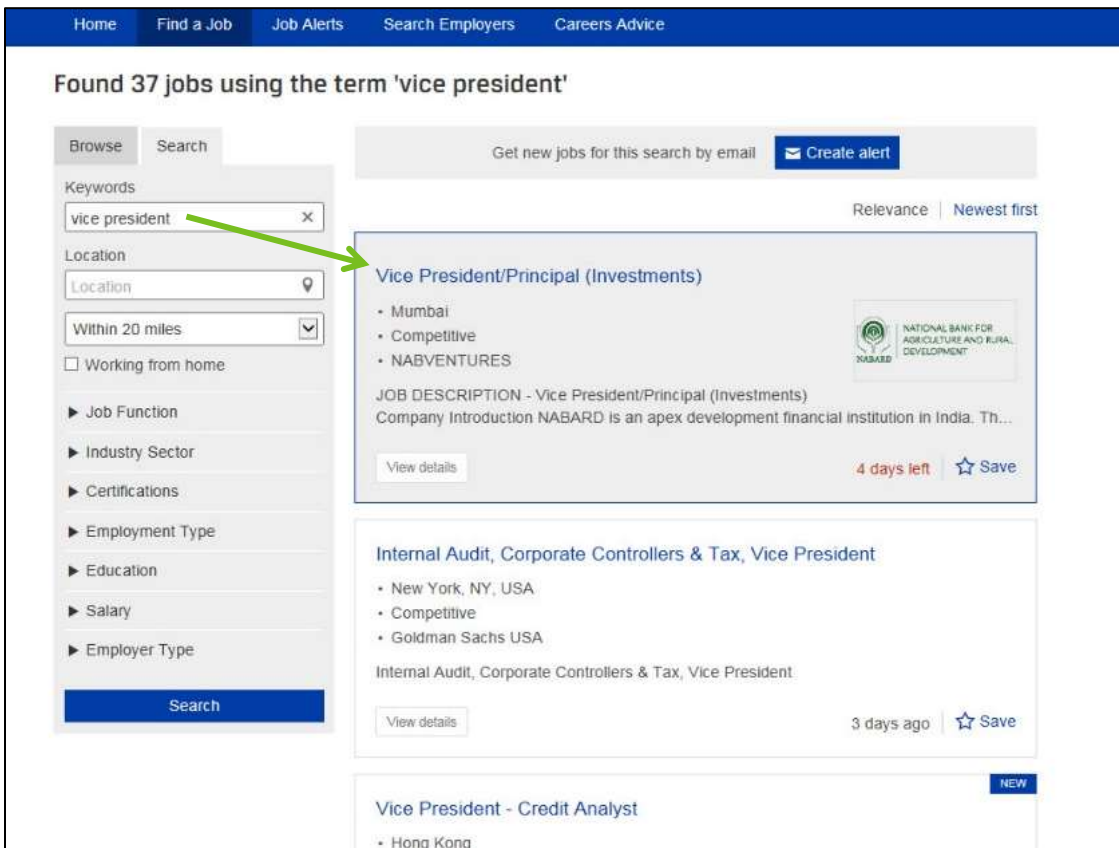
- 2 years min exp. in SAS or Python Or R or MATLAB
- 2-6 years of work experience and successful track record in quantitative analysis preferably in capital markets domain
- Preference to top-tier engineering colleges (IITs / NITs)

Key Responsibilities and Expectations :

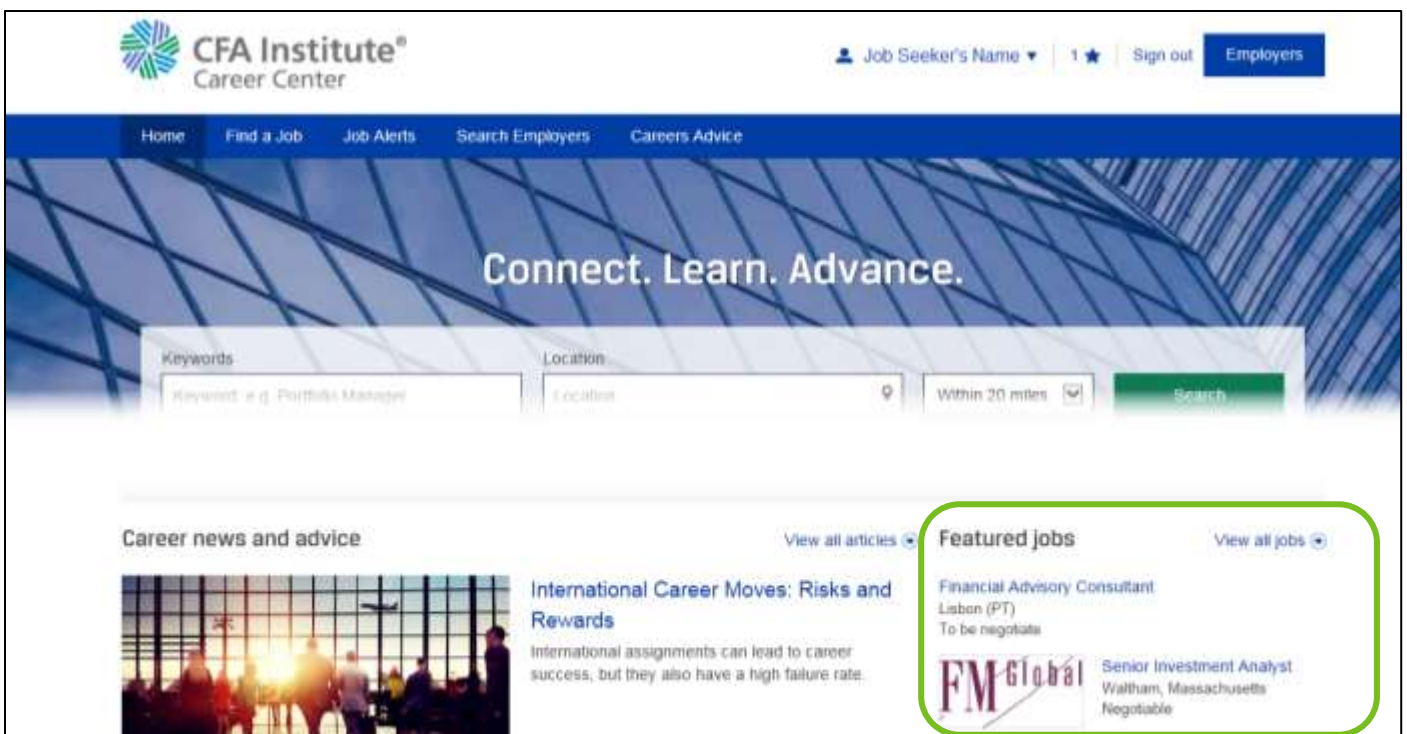
1. Research factor based equity investment strategies, refine firm's existing factor solutions and assist in developing new quantitative investment strategies / products for buy-side clients
2. Assist in managing the quantitative portfolio construction process and rebalancing of client accounts

Employer	Northern Trust Asset Management
Location	Bangalore City, Bangalore (IN)
Salary	Competitive
Posted	Feb 06, 2019
Closes	Mar 08, 2019
Job Function	Equities Research: Buy Side
Industry Sector	Asset Management
Certifications	CFA Charterholder, Passed CFA Level I, Passed CFA Level II, Passed CFA Level III (Charter Pending)
Employment Type	Full Time

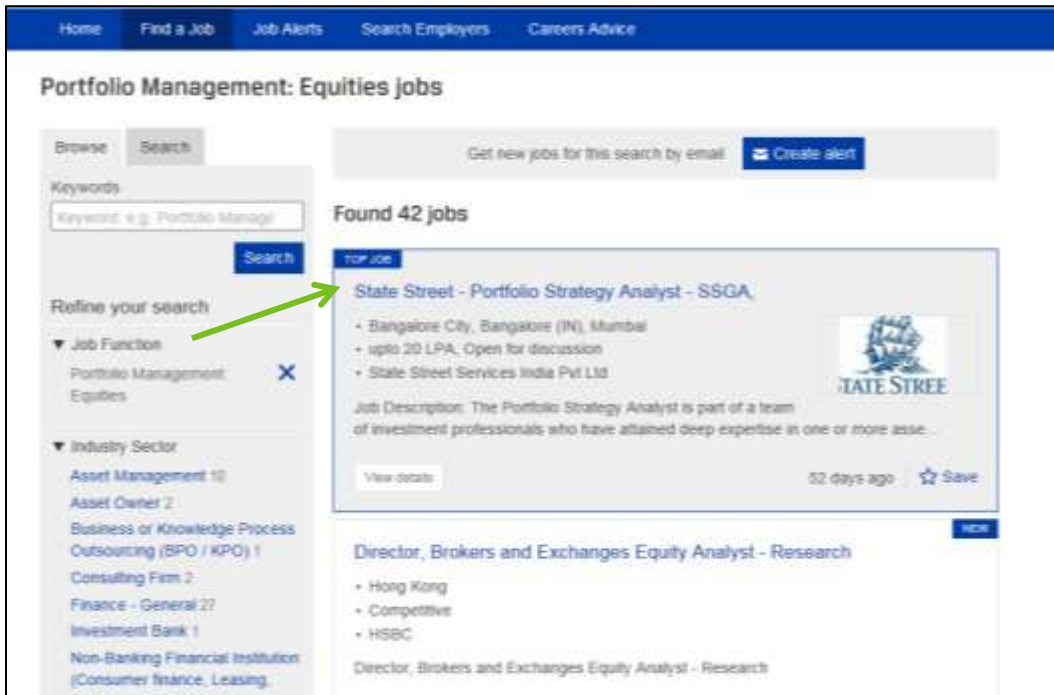
2. **Ad highlighted in search results:** places job posting at the top of search results when job matches a job seeker's search parameters.



3. **Access to candidates via email:** ability to create email alerts that show candidates who meet alert criteria you define. Please see the [Create Saved Searches](#) section of this manual for more information on using this feature.
4. **Access to resume database:** grants access to resume database. Please see the [Search for Resumes](#) section of this manual for more information on using this feature.
5. **Ad featured on homepage:** promotes job posting on the Career Center Home page.



6. **Ad displayed prominently at the top of your selected Job Function:** places job posting at the top of search results when a job seeker browses by the same job function of the job posting.




Post a Job

- From the Career Center Home page, select the region where the position is located. (*Note: You will need to be logged into your company account to post a job.*)

Access an exclusive network of investment management professionals composed of more than 250,000 members and program candidates globally and nearly 150 member societies locally.


Please select the region below where you want to post your job(s).

All postings will appear on the global CFA Institute Career Center site and on member society career sites where available.




Americas

[Click here for postings in Boston.](#)
[Click here for postings in San Francisco.](#)



Europe, Middle East, and Africa

[Click here for postings in Switzerland.](#)
[Click here for postings in the United Kingdom.](#)







Asia Pacific

[Click here for postings in India.](#)

- Select** a package that best meets your needs from the options provided.

If you have internship opportunities, [click here](#) to post them at no cost.

Standard	Balanced	Distributed	Diversified
 Launch your no-frills campaign for straightforward hires. Online listing with your logo	 Highlight your ad to ensure it gets noticed. Online listing with your logo Ad highlighted in search results Access to candidates via email Access to resume database	 Feature your listing for greater visibility. Online listing with your logo Ad highlighted in search results Access to candidates via email Access to resume database Ad featured on homepage	 Expand your reach and maximize application numbers. Online listing with your logo Ad highlighted in search results Access to candidates via email Access to resume database Ad featured on homepage Your ad will display prominently at the top of your selected Job Function
\$395 / £315 / €370 30 days <input type="button" value="Select"/>	\$545 / £435 / €510 30 days <input type="button" value="Select"/>	\$745 / £595 / €695 30 days <input type="button" value="Select"/>	\$1295 / £1035 / €1210 30 days <input type="button" value="Select"/>
\$845 / £515 / €605 60 days <input type="button" value="Select"/>	\$845 / £675 / €790 60 days <input type="button" value="Select"/>	\$1195 / £965 / €1115 60 days <input type="button" value="Select"/>	\$2095 / £1675 / €1955 60 days <input type="button" value="Select"/>

If you are a firm that employs CFA charterholders, please [contact us](#) for a discount code towards any package purchase.

3. Enter details for the position. (*Note: The red dot indicates required fields. **Job Function, Industry Sector, Certifications, and Employment Type** fields allow multiple selections. **Salary Description** is mandatory, but it is also a free text field. For example, you can type in “negotiable”, “market”, etc.)*)

Create a job ad for Test Financial

Did you know that previous jobs are available as templates? [Use a template](#)

Selected product: **Standard (30 Day)** [View all products](#)

Job title • 100 characters left

Job reference 50 characters left

Publication date and duration •

Your job will be live from **Jan 18, 2019** to **Feb 17, 2019**.

From To

Location •

This will not be shown in your job advertisement. Select up to 2 locations for your job.

Location description • 100 characters left

This will be shown in your job advertisement

Job Function •

- Accounting/Audit/Tax
- Actuarial Services
- Banking
- Brokerage
- C-Suite Level Management
- Commodities
- Compliance/Regulatory
- ...

LOCATION
The locations entered in this field will determine the society website(s) where the position will show. All jobs are shown on the global site.

LOCATION DESCRIPTION
This is the location where the position will be headquartered and will be shown in the job posting.

Add a location...

Location description • 100 characters left
 This will be shown in your job advertisement

Job Function •

- Accounting/Audit/Tax
- Actuarial Services
- Banking
- Brokerage
- C-Suite Level Management
- Commodities
- Compliance/Regulatory

Industry Sector •

- Academic Institution, Test Prep
- Accounting/Audit Firm
- Asset Management
- Asset Owner
- Brokerage
- Business or Knowledge Process Outsourcing (BPO / KPO)
- Central Bank, Regulator

Certifications

- Passed CFA Level I
- Passed CFA Level II
- Passed CFA Level III (Charter Pending)
- CFA Charterholder
- Passed CIPM Principles
- Passed CIPM Expert
- CIPM Certificant

Employment Type •

- Full Time
- Consulting
- Part Time

INDUSTRY SECTOR LIST

- Academic Institution, Test Prep
- Accounting/Audit Firm
- Asset Management
- Asset Owner
- Brokerage
- Business or Knowledge Process Outsourcing (BPO/KPO)
- Centre of Excellence
- Central Bank, Regulator
- Commercial Bank, Credit Union, Private Bank, Savings & Loan,
- Consulting Firm
- Construction / Real Estate
- Credit Rating Agency/Bureau
- Government
- Fintech/Insurtech
- Information Technology, Software
- Insurance
- Investment Bank
- Manufacturing
- Non-Banking Financial Institution (Consumer finance, Leasing, factoring, etc.)
- Private Wealth Management Firm
- Securities Exchange
- Utilities (e.g., Oil & Gas, Energy)

JOB FUNCTIONS LIST

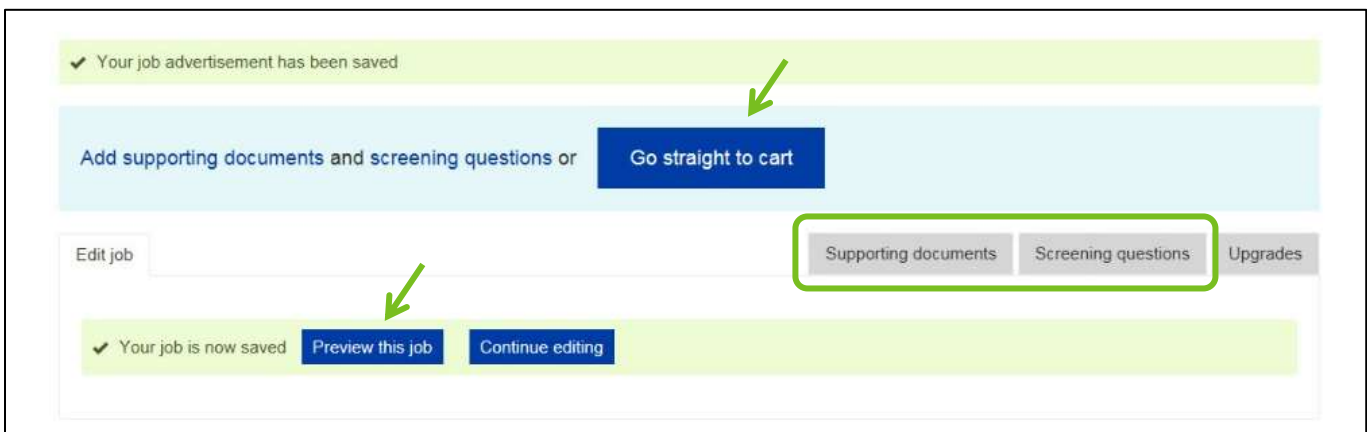
- Academics
- Accounting/Audit/Tax
- Actuarial Services
- Banking
- Brokerage
- C-Suite Level Management
- Commodities
- Compliance/Regulatory
- Corporate Finance
- Credit Analysis
- Economics
- Equities Research: Buy Side
- Equities Research: Sell Side
- ESG/Socially Responsible Research
- Fixed Income Research: Buy Side
- Fixed Income Research: Sell Side
- Foreign Currency
- Hedge Funds
- Institutional Sales
- Insurance
- Investment Advisor/Consultant
- Islamic Finance
- Management Consulting
- Multimanager Strategies
- Marketing and Public Relations
- Operations
- Performance Analysis
- Portfolio Management: Alternatives
- Portfolio Management: Equities
- Portfolio Management: Fixed Income
- Portfolio Management: Multi-Asset
- Private Equity/Venture Capital
- Relationship Management
- Risk Management
- Structured Products
- Trading
- Wealth Management
- Wholesale Sales
- Other

4. Click **Save and continue** when done.



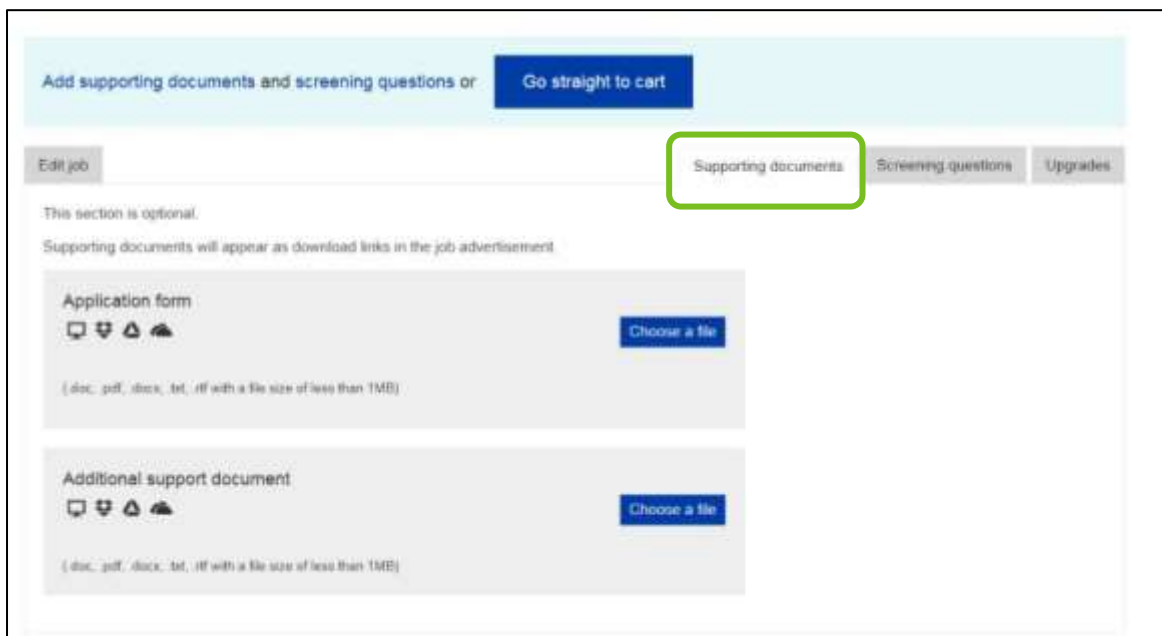
A screenshot of a form field labeled "Alternate employer name" with a character count of "100 characters left". Below the field is a blue button labeled "Save and continue". A green arrow points to the button.

5. On the subsequent screen, you can pay and complete the job posting, **or** you can add additional details for the role. Click the **Go straight to cart** button to pay and post the position to the site. Alternatively, you can add more detail by selecting the **Supporting documents** tab (A) to upload additional documentation for the role, or the **Screening questions** tab (B) to add screening questions. You can also preview the job post by clicking the **Preview this job** button (C).



A screenshot of a job posting completion screen. At the top, a green banner says "Your job advertisement has been saved". Below it, a light blue banner contains the text "Add supporting documents and screening questions or" and a blue button "Go straight to cart". A green arrow points to this button. Below the banner is a tabbed interface with "Edit job" selected. Other tabs are "Supporting documents", "Screening questions", and "Upgrades". A green box highlights the "Supporting documents" and "Screening questions" tabs. At the bottom, a green banner says "Your job is now saved" and contains two buttons: "Preview this job" and "Continue editing". A green arrow points to the "Preview this job" button.

A.



A screenshot of the "Supporting documents" tab. At the top, a light blue banner contains the text "Add supporting documents and screening questions or" and a blue button "Go straight to cart". Below the banner is a tabbed interface with "Edit job" selected. Other tabs are "Supporting documents", "Screening questions", and "Upgrades". A green box highlights the "Supporting documents" tab. Below the tabs, the text reads "This section is optional." and "Supporting documents will appear as download links in the job advertisement". There are two file upload sections: "Application form" and "Additional support document". Each section has a "Choose a file" button and a note: "(doc, pdf, docx, txt, rtf with a file size of less than 1MB)".

B.

The screenshot shows the 'Screening questions' tab selected in a job posting interface. At the top, there is a blue button labeled 'Go straight to cart'. Below the tabs, there is a section titled 'This section is optional' with instructions: '5 questions can be added to filter out unsuitable applicants. These questions will be added to the job application form. Any default questions are shown below but unique questions can also be added.' Three question templates are visible, each with a text input field for the question and a dropdown menu for the expected answer, currently set to 'Please select...'.

C.

The screenshot displays a 'Test Position' job listing. On the left, a table lists job details: Employer (TEST Employer Account), Location (Charlottesville, Virginia), Salary (Market), Posted (Jan 11, 2019), Closes (Feb 10, 2019), Ref (Test reference code), Job Function (Academics), Industry Sector (Accounting/Audit Firm), Certifications (CIPM Certificat), Employment Type (Full Time), and Education (Doctorate). To the right, there is a paragraph of placeholder text and a section titled 'More searches like this' with a link to 'Academics Accounting/Audit Firm CIPM Certificat Full Time jobs in Doctorate'.

6. In Shopping Cart, enter the relevant discount code, if applicable, in the field shown. Click **Apply code**. When finished, click the **Checkout** button to complete the order and post the job.

The screenshot shows a shopping cart interface. At the top, it says 'Your cart' with a blue notification bubble containing the number '1'. Below, a table lists 'YOUR JOB' with details: 'Download (30 Day)' and '\$1,295.00'. There is a 'Remove' link and an 'Add a job' link. A 'Discount code' input field is highlighted with a green box, with an 'Apply code' button next to it. Below the table, the 'Subtotal' is '\$1,295.00'. At the bottom right, the 'Total' is '\$1,295.00' and a blue 'Checkout' button is visible, with a green arrow pointing to it.

7. You will receive confirmation by email that your order is complete. The job will be live on the Career Center within 15-20 minutes.

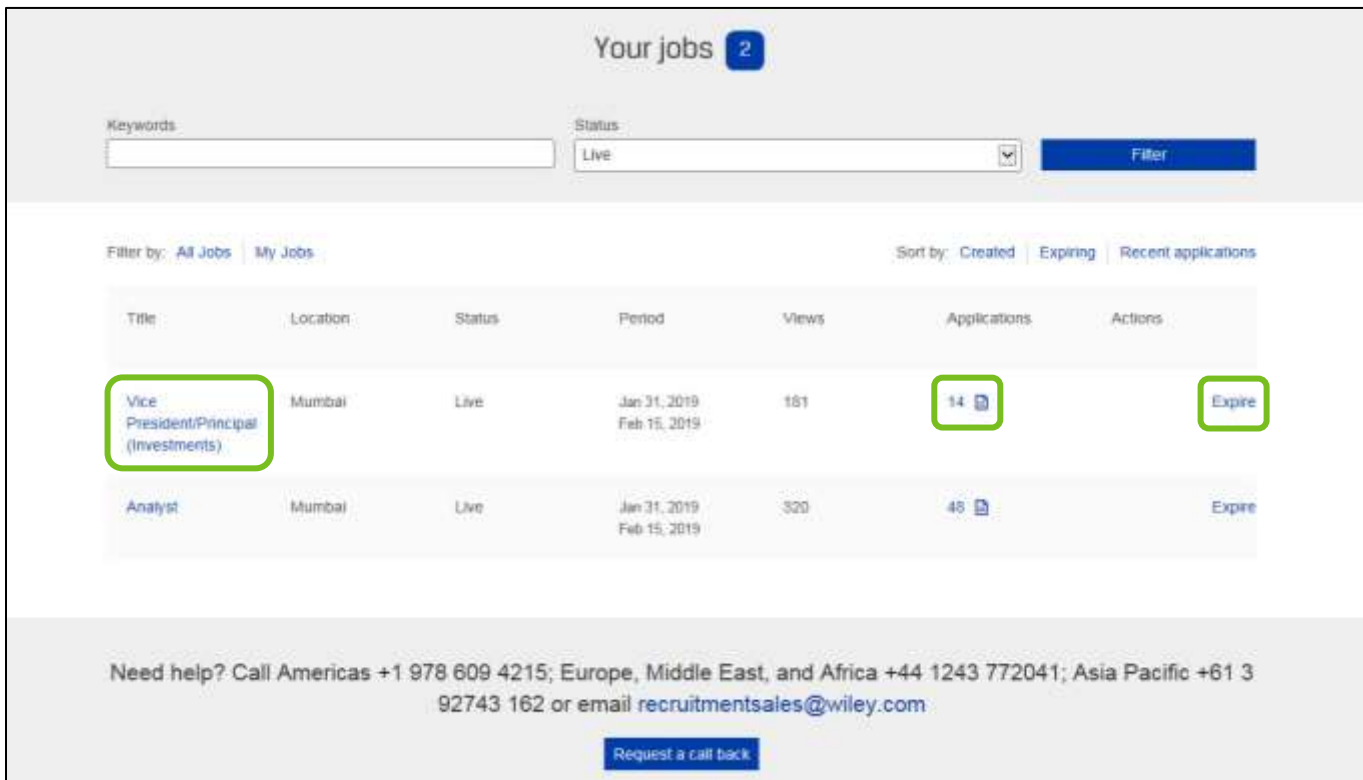
IMPORTANT: Job postings cannot be edited once posted. To request an edit to your live job posting, please [contact Wiley](#) directly.

Manage Job Postings

1. Posted jobs are managed in the Your Jobs section of the Career Center. Click **Your Jobs** in the top navigation bar.



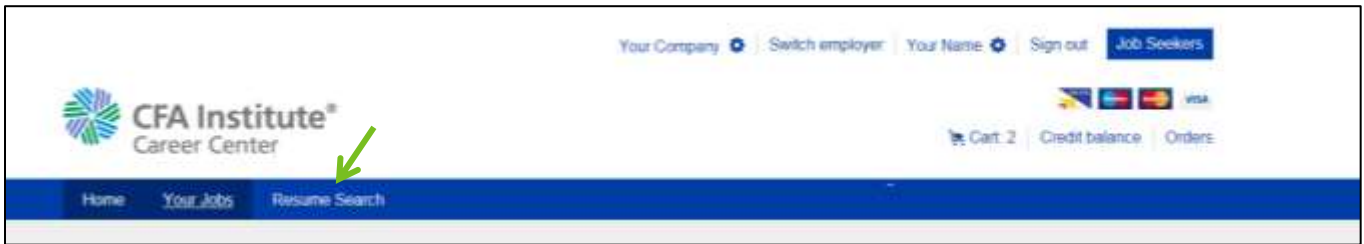
2. On the Your jobs page, you can view your posting by clicking the job title, view total applications by clicking the number under the Applications column, or expire your post by selecting the **Expire** link.



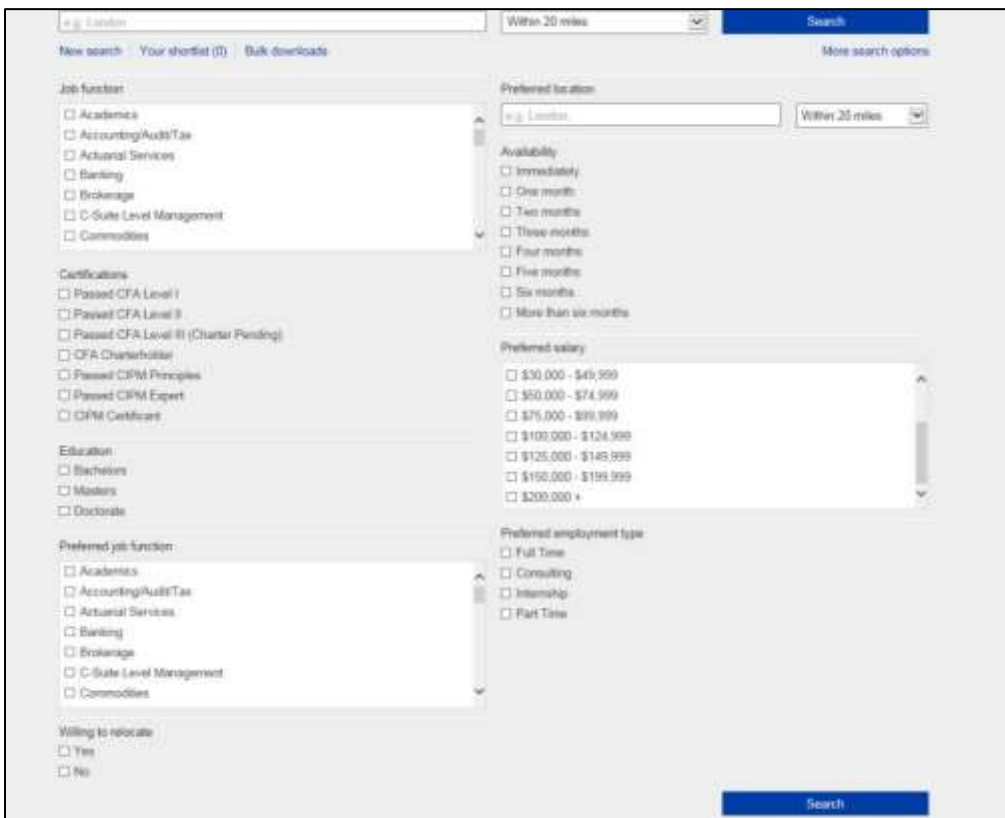
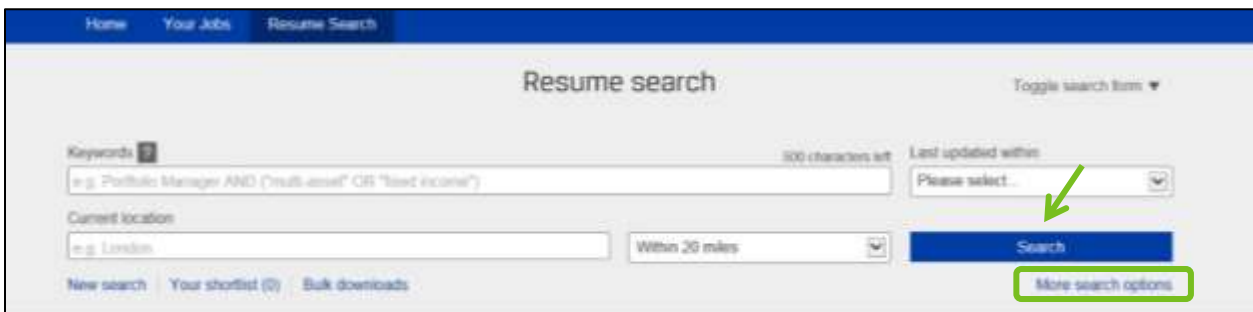
Search Resumes

Complete search functionality is available for users who purchase a Balanced package or higher. Please [contact Wiley](#) to turn on your access. If you purchased a Standard package, please [contact Wiley](#) to upgrade your access.

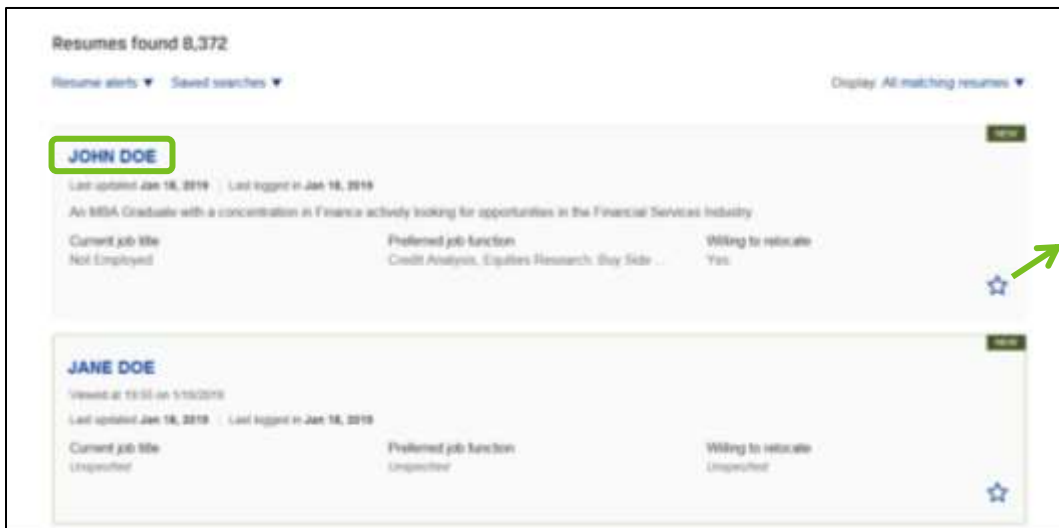
1. After logging into your account, click the **Resume Search** link in the top navigation bar on the Home page.



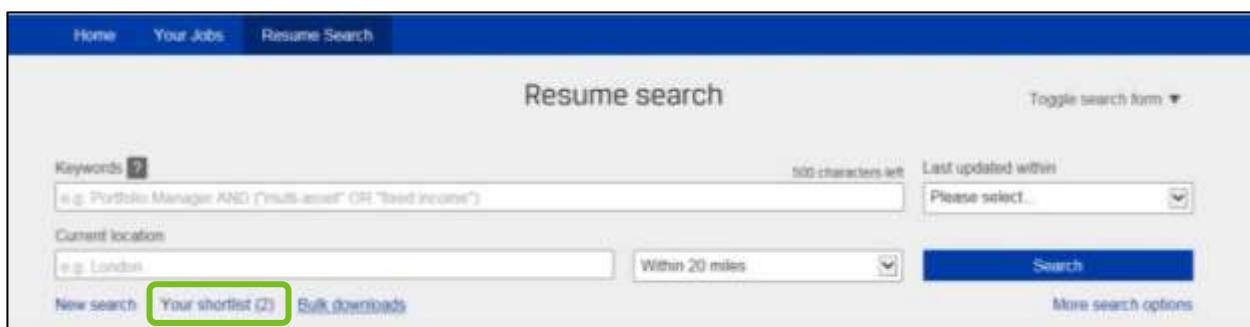
2. Enter search details and click the **Search** button. (*Note: Additional search options are available by clicking the **More search options** link.*)



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).

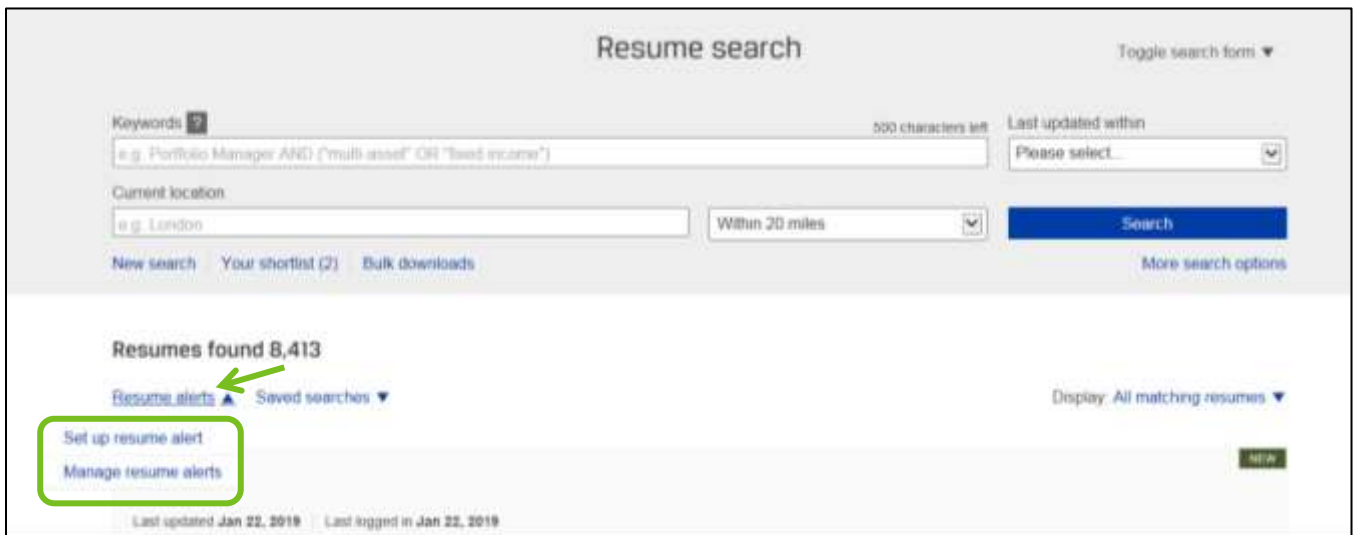


A.



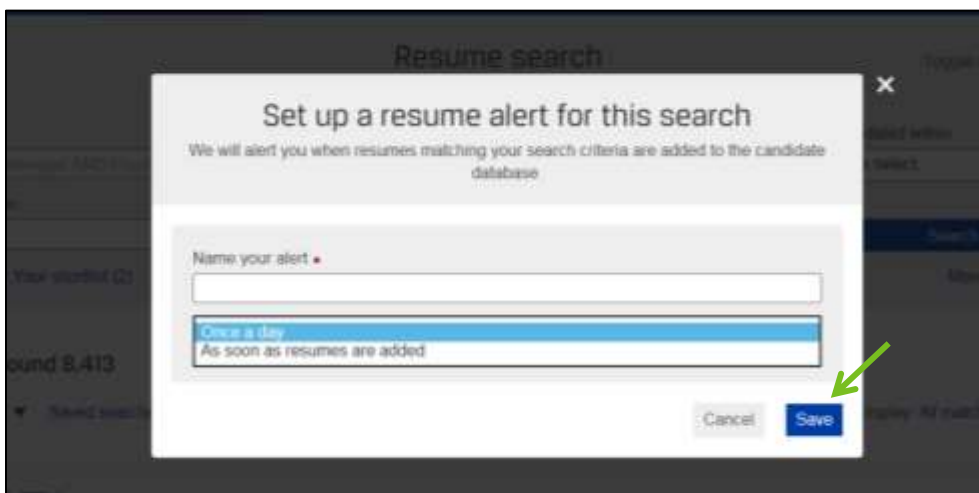
Create Resume Alerts

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 are input fields for 'Keywords' (with a character count of 500) and 'Current location' (with a distance dropdown set to 'Within 20 miles'). A 'Search' button is visible. Below the search results, it says 'Resumes found 8,413'. A dropdown menu for 'Resume alerts' is open, showing two options: 'Set up resume alert' and 'Manage resume alerts'. A green box highlights these two options, and a green arrow points to the 'Resume alerts' dropdown header. At the bottom, there are links for 'New search', 'Your shortlist (2)', and 'Bulk downloads', along with a 'More search options' link. The page footer indicates 'Last updated Jan 22, 2019' and 'Last logged in Jan 22, 2019'.

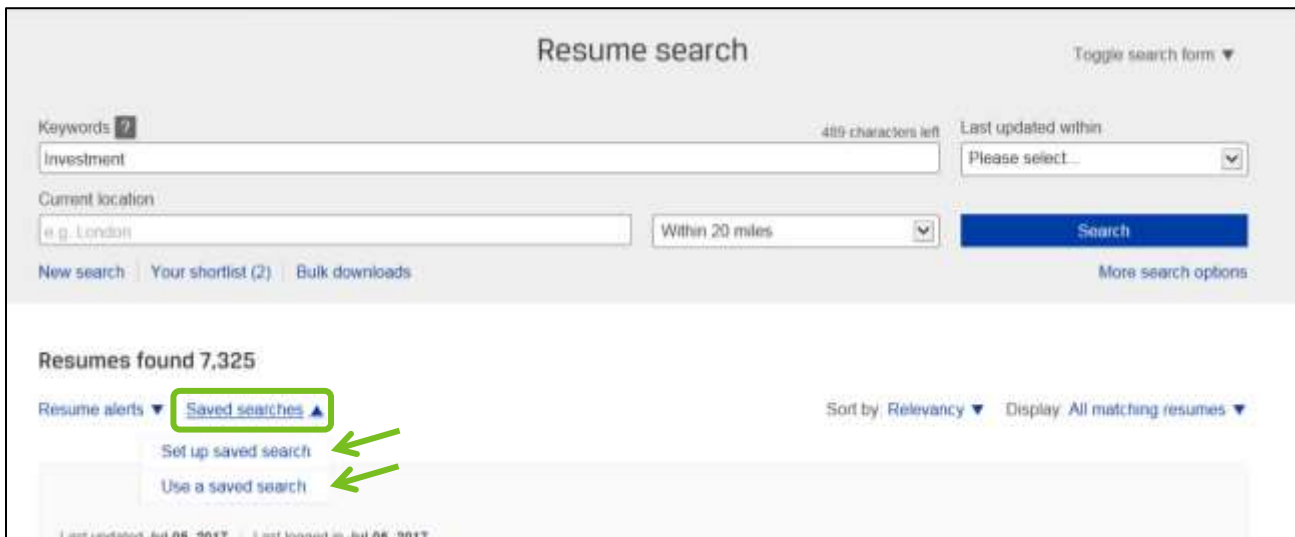
2. Name your alert and select how often you wish to be notified. Click **Save**. (*Note: Alert notifications will be sent via email.*)



The screenshot shows a modal dialog box titled 'Set up a resume alert for this search'. The text inside reads: 'We will alert you when resumes matching your search criteria are added to the candidate database'. There is a text input field for 'Name your alert'. Below it is a dropdown menu for frequency, with 'Once a day' selected and 'As soon as resumes are added' as an option. At the bottom right, there are 'Cancel' and 'Save' buttons. A green arrow points to the 'Save' button.

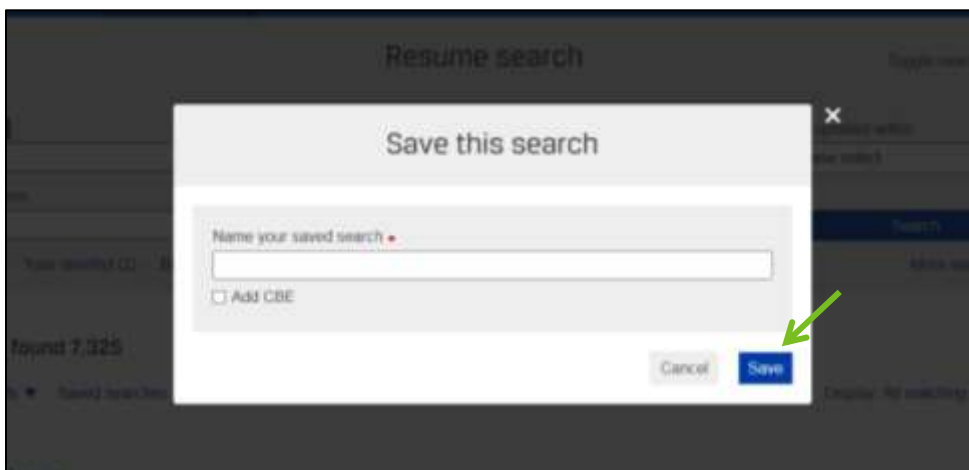
Create Saved Searches

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 'Search' button. Below the search bar, there are fields for 'Current location' (e.g., London) and 'Within 20 miles'. A dropdown menu for 'Last updated within' is set to 'Please select...'. The page displays 'Resumes found 7,325'. Under the 'Resume alerts' section, the 'Saved searches' dropdown is highlighted with a green box. Two green arrows point to the 'Set up saved search' and 'Use a saved search' options within this dropdown.

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. It has a title bar with a close button (X). Inside the dialog, there is a text input field labeled 'Name your saved search'. Below the input field is a checkbox labeled 'Add CBE'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save'. A green arrow points to the 'Save' button.