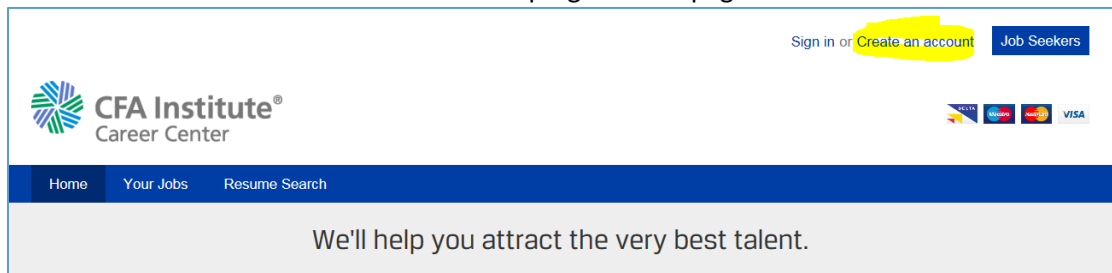


Creating a new account

1. Go to this page: employers.cfainstitute.org.
2. Click on the **Create an account** link at the top right of the page.

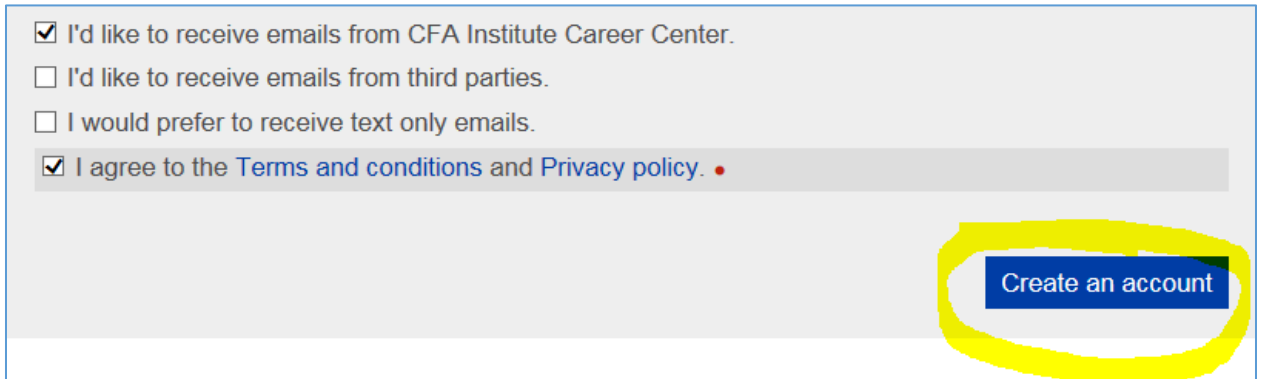


3. Fill in all required, and desired, fields for **Your details** and **Company information**.

A screenshot of the 'Create an account and post a job today' form. The form is divided into two main sections: 'Your details' and 'Company information', both highlighted in yellow. The 'Your details' section includes fields for Title, First name, Last name, Email address, Confirm email address, Password, and Confirm password. The 'Company information' section includes fields for Company name, Employer type (a dropdown menu), Address line 1, Address line 2, Address line 3, City, and State. To the right of the form, there is a 'Sign in if you already have an account.' link and a box titled 'Account benefits' which lists: Post job advertisements, Track and manage applications, Find and download resumes, and Access your purchased resumes from any device.

NOTE: As you complete the fields in **Company information**, be aware that those contact details are displayed to users with your employer account information in the [Employers listing](#).

4. Be sure to check the box to agree to the Terms and conditions and Privacy Policy, and any other selections you wish to make for receiving messages. Once all fields and boxes are checked as desired, click **Create an account**:



I'd like to receive emails from CFA Institute Career Center.

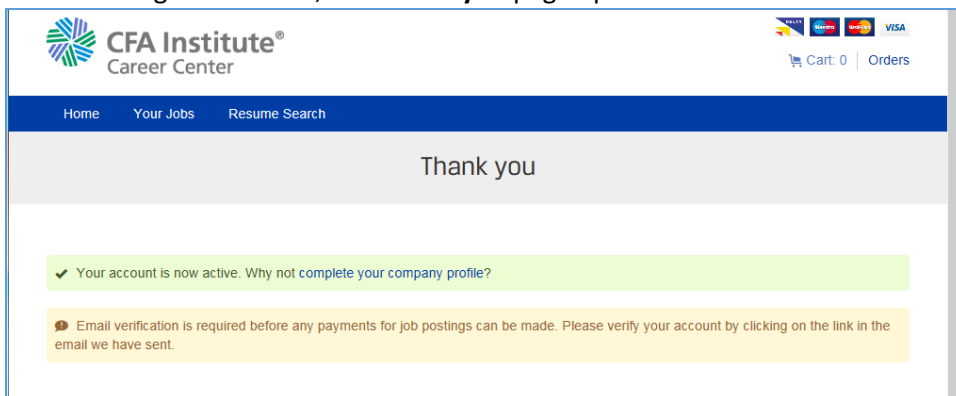
I'd like to receive emails from third parties.

I would prefer to receive text only emails.

I agree to the [Terms and conditions](#) and [Privacy policy](#).

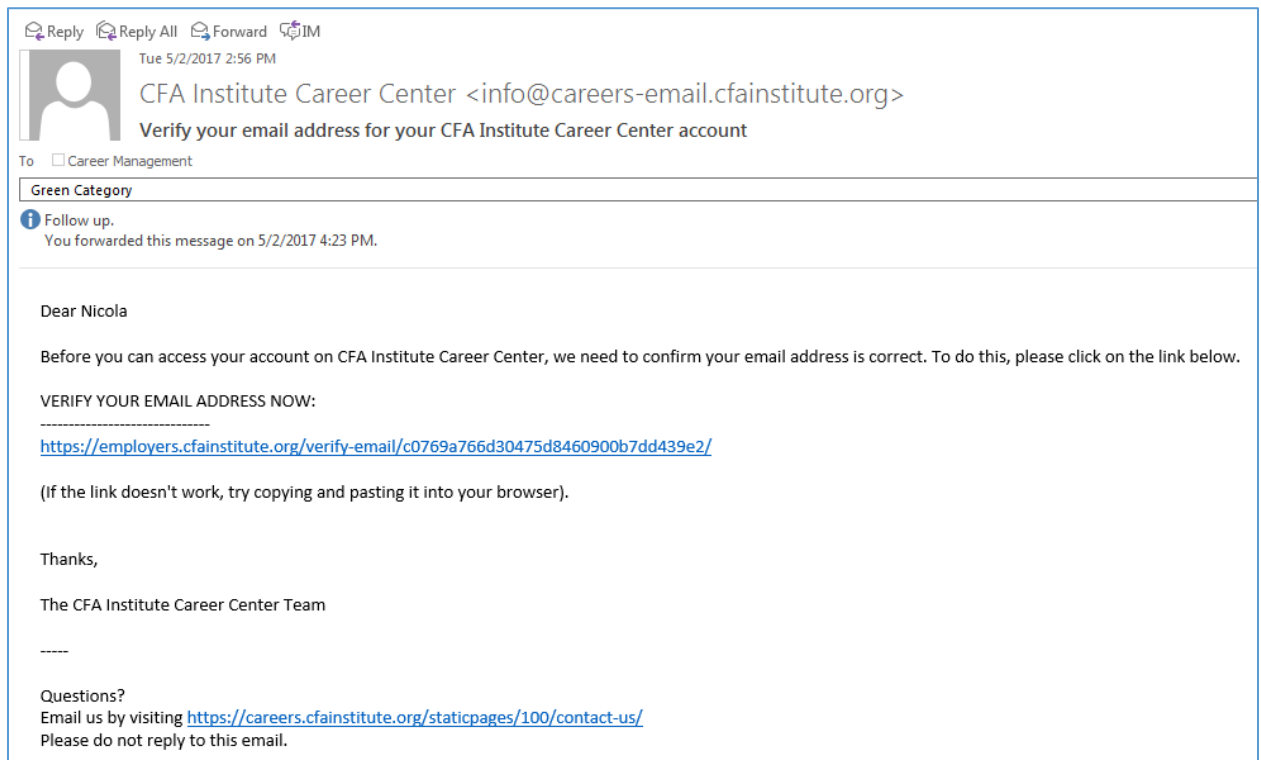
Create an account

After creating the account, this **Thank you** page opens:

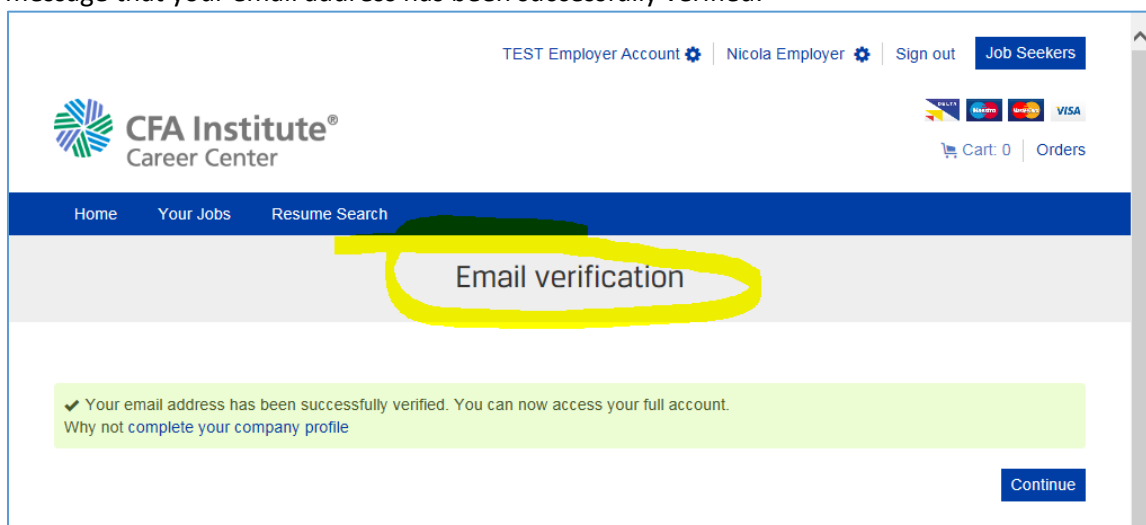


Note the two messages—one suggesting you complete your company profile (with a link to do so) and another alerting you to the email verification required via a link in an email automatically sent by the system.

5. Find that email (from **CFA Institute Career Center** <info@careers-email.cfainstitute.org>) and click on the link within to verify your account.
Be sure to check your spam or junk mailboxes if you do not see it in your regular mailbox.



When you click on the link, you will be taken back to the **Career Center** and should see a message that your email address has been successfully verified:





You should now be able to access your account and post jobs!

Posting a job

1. To post a job, from the employer home page (employers.cfainstitute.org), click on the appropriate region in which your job is located.

Sign in or Create an account [Job Seekers](#)


[Home](#) [Your Jobs](#)

We'll help you attract the very best talent.

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.](#)



Europe, Middle East, and Africa



Asia Pacific



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

Need help? Call Americas +1 978 609 4215; Europe, Middle East, and Africa +44 1243 772041; Asia Pacific +61 3 92743 162 or email recruitmentsales@wiley.com

[Request a call back](#)

2. Select the desired posting package (you will need to sign in if you have not already done so).

[Sign in](#) or [Create an account](#) Job Seekers








Home
Your Jobs
Resume Search

Asia Pacific

To help find the ideal candidate, please select the option below that best describes your recruitment needs:

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>																								
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">\$395 / £315 / €370</td> <td style="border: none;">30 days</td> <td style="border: none;">Select</td> </tr> <tr> <td style="border: none;">\$645 / £515 / €605</td> <td style="border: none;">60 days</td> <td style="border: none;">Select</td> </tr> </table>	\$395 / £315 / €370	30 days	Select	\$645 / £515 / €605	60 days	Select	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">\$545 / £435 / €510</td> <td style="border: none;">30 days</td> <td style="border: none;">Select</td> </tr> <tr> <td style="border: none;">\$845 / £675 / €790</td> <td style="border: none;">60 days</td> <td style="border: none;">Select</td> </tr> </table>	\$545 / £435 / €510	30 days	Select	\$845 / £675 / €790	60 days	Select	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">\$745 / £595 / €695</td> <td style="border: none;">30 days</td> <td style="border: none;">Select</td> </tr> <tr> <td style="border: none;">\$1195 / £955 / €1115</td> <td style="border: none;">60 days</td> <td style="border: none;">Select</td> </tr> </table>	\$745 / £595 / €695	30 days	Select	\$1195 / £955 / €1115	60 days	Select	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">\$1295 / £1035 / €1210</td> <td style="border: none;">30 days</td> <td style="border: none;">Select</td> </tr> <tr> <td style="border: none;">\$2095 / £1675 / €1955</td> <td style="border: none;">60 days</td> <td style="border: none;">Select</td> </tr> </table>	\$1295 / £1035 / €1210	30 days	Select	\$2095 / £1675 / €1955	60 days	Select
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\$1295 / £1035 / €1210	30 days	Select																									
\$2095 / £1675 / €1955	60 days	Select																									

Are you a CFA Institute member? If so, [contact us](#) for a discount code towards any package purchase.

Any applicable taxes, such as VAT, will be applied at checkout and visible in your receipt/confirmation email.

Need help? Call Americas +1 978 609 4215; Europe, Middle East, and Africa +44 1243 772041; Asia Pacific +61 3 92743 162 or email recruitmentsales@wiley.com

3. Complete the **Create a job ad for [Your Employer Name]** form:

The screenshot shows the 'Create a job ad for TEST Employer Account' form on the CFA Institute Career Center website. The page header includes the CFA Institute logo, user account information (TEST Employer Account, Nicola Employer), and navigation links (Home, Your Jobs, Resume Search). The form is divided into several sections:

- Selected product:** Diversified (60 Day) [View all products](#)
- Job title:** 100 characters left. Example: e.g. Portfolio Manager
- Job reference:** 50 characters left
- Publication date and duration:** Your job will be live from May 16, 2017 to Jul 15, 2017. [Change dates](#)
- 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:** Academics, Accounting/Audit/Tax

(See the next page for some helpful hints when creating your job ad)

Some helpful hints when creating your job ad:

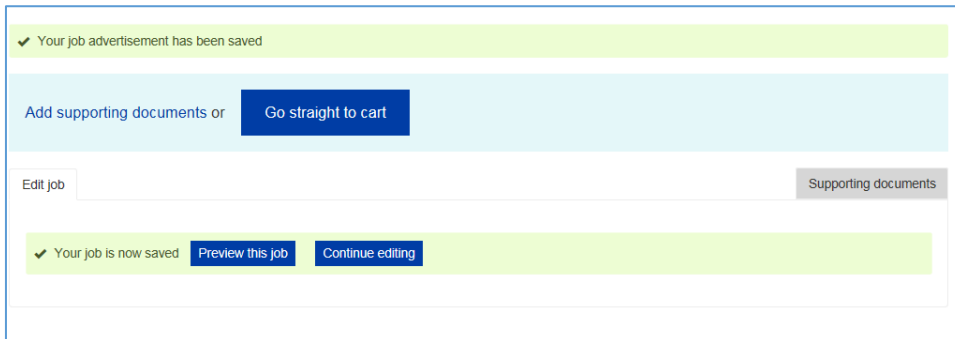
- a. Fields with a red dot to the right of the field name are mandatory.
- b. Note the explanations for, and distinction between, the **Location** and **Location description** fields (both mandatory):

The screenshot shows two sections of the form. The first section is titled "Location" with a red dot indicating it is mandatory. Below the title, it says "This will not be shown in your job advertisement. Select up to 2 locations for your job." A yellow box contains the text "Maximum of 2 locations selected." Below this, under the heading "Selected", there are two buttons: "Hong Kong Island (HK) X" and "Hong Kong, New Territories (HK) X". The second section is titled "Location description" with a red dot. It says "This will be shown in your job advertisement" and "59 characters left". Below this is a text input field with the placeholder text "*Type your own location description here*".

- c. The **Job Function**, **Industry Sector**, **Certifications** and **Employment Type** fields are all multiple select.
 - d. **Salary Description** is mandatory, but you can type in **Negotiable**, or something similar as needed.
4. After you have completed that form, click **Save and continue** at the bottom right:

The screenshot shows the "Applications" section of the form. It has a red dot indicating it is mandatory. There are four radio button options: "By email" (selected), "Stored in 'Your jobs' only (no emails)", "Via a company website", and "Offline (only show contact information)". Below these is a text input field for "Send the applications to" with the value "CareerManagement@cfainstitute.org". Below that is a text input field for "Alternate employer name" with "100 characters left" remaining. At the bottom right, there is a blue button labeled "Save and continue" which is circled in yellow.

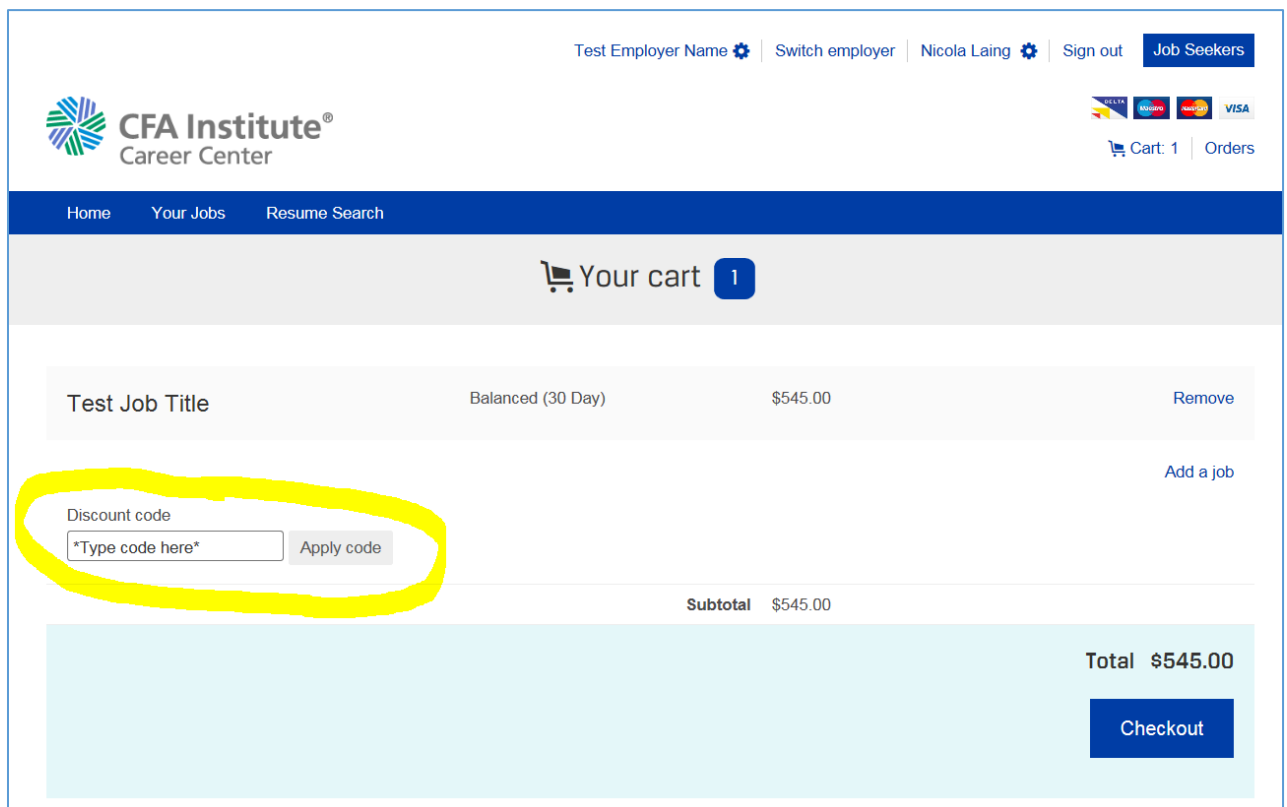
You should now see two messages stating that "Your job advertisement has been saved" and "Your job is now saved."



Note the options to do any of the following:

- Add supporting documents
- Go straight to the cart to pay
- Preview your job ad
- Continue editing your job ad

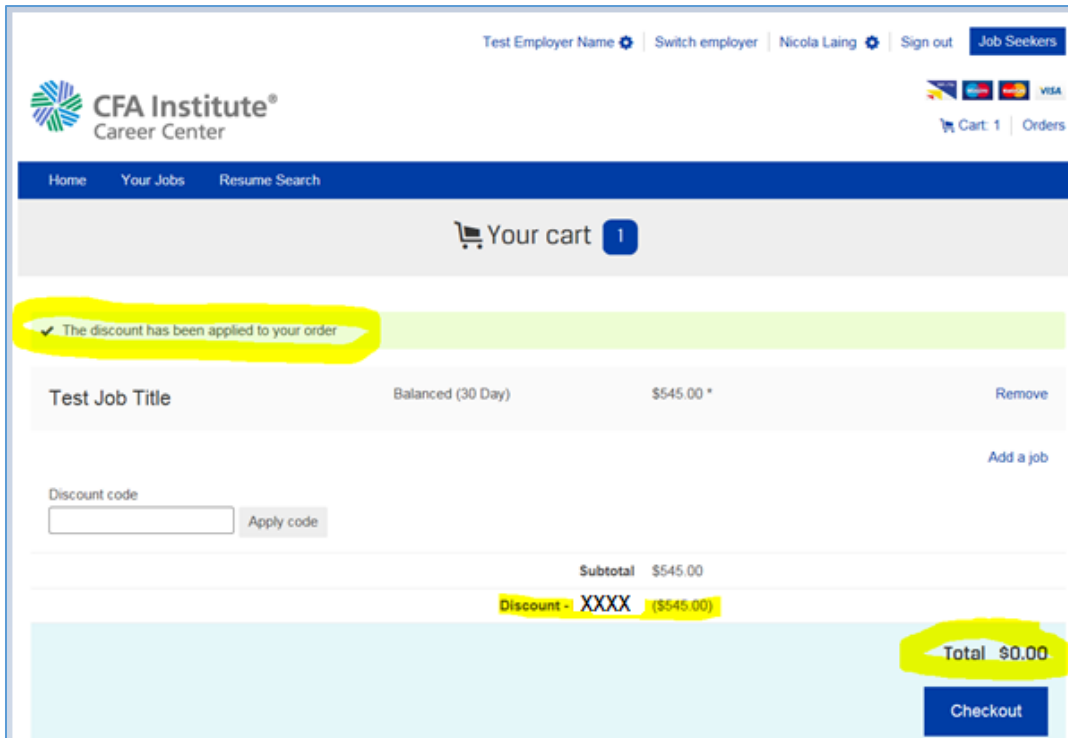
5. Once you have accessed the cart to pay for your job ad you can apply any appropriate discount codes:
 - a. Type, or paste, the code in the blank field



- b. Click **Apply Code** to the right of that field

Discount code

You should then see a message that the discount code has been applied to your order and the total should now be reduced to reflect that:



- c. Once all appropriate discount codes have been applied, click **Checkout** at the bottom right.

After completing the payment form and checking out you will receive a message that your order is complete and your job should be live on the CFA Institute Career Center within 15-20 minutes.

Note: job advertisements cannot be edited by you once posted. To request an edit to your live job posting, please email recruitmentsales@wiley.com or call +61 3 92743162 for your Asia Pacific regional team.