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.
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 your 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
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.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Balanced</th>
<th>Distributed</th>
<th>Diversified</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="company-logo" alt="Logo" /></td>
<td><img src="company-logo" alt="Logo" /></td>
<td><img src="company-logo" alt="Logo" /></td>
<td><img src="company-logo" alt="Logo" /></td>
</tr>
</tbody>
</table>

- **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.

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)

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

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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
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 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

1. 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.

   - **Asia Pacific**
     - Click here for postings in India.

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

   ![Package Options](image)

   If you have internship opportunities, **click here** to post them at no cost.

   - **Standard**
     - Launch your no-fills campaign for straightforward hires.
     - Online listing with your logo
     - 30 days
     - $395 / £315 / €370
     - Select

   - **Balanced**
     - Highlight your ad to ensure it gets noticed.
     - Online listing with your logo
     - 30 days
     - $445 / £345 / €405
     - Select

   - **Distributed**
     - Feature your listing for greater visibility.
     - Online listing with your logo
     - 30 days
     - $745 / £595 / €750
     - Select

   - **Diversified**
     - Expand your reach and maximize application numbers.
     - Online listing with your logo
     - 30 days
     - $1295 / £1030 / €1210
     - 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.)

**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.
### 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
- Risk Management
- Structured Products
- Trading
- Wealth Management
- Wholesale Sales
- Other

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

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.
B. The screening questions feature is a feature that needs to be turned on. Please contact Wiley to activate this feature. See more on screening questions in the Screening Questions section.

![Screening Questions Image]

C.  

![Test Position Image]

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.

![Shopping Cart Image]
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.
Confidential Job Postings

1. Job postings can be anonymized to keep employer name’s private. Postings are created in the same manner as steps 1–7 in the Post a Job section of this Manual, except text must be entered in the Alternate employer name field. This text will appear in place of the employer’s name.

A. Example of confidential post below.
Screening Questions

1. Screening questions can be used to filter your applicant pool. They can be added when creating the job posting (see step 5 in the Post a Job section). Click Save changes when finished entering questions.
2. The screening questions will appear on the job posting in the application. The applicant will be required to provide a response.
3. When applications have come through, you can drill into them from the **Your Jobs** section of the Career Center (see steps 1-2 of Manage Job Postings for how to accessing applications for a job posting, which is the screenshot shown below). From the list of applications, click **Screening questions** to see how each applicant answered.

![Screening questions for John Doe](image)

A.

![Applications](image)

B.
4. We suggest sorting applicants by their answers to screening questions. You can change the application status for bulk applications by ticking the box next to the applicants’ name (A), then clicking the Change status button (B) to select the desired status for the group.

A.

B.
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).

![Resume search page with shortlist icon highlighted.](image)
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.)

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

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.)