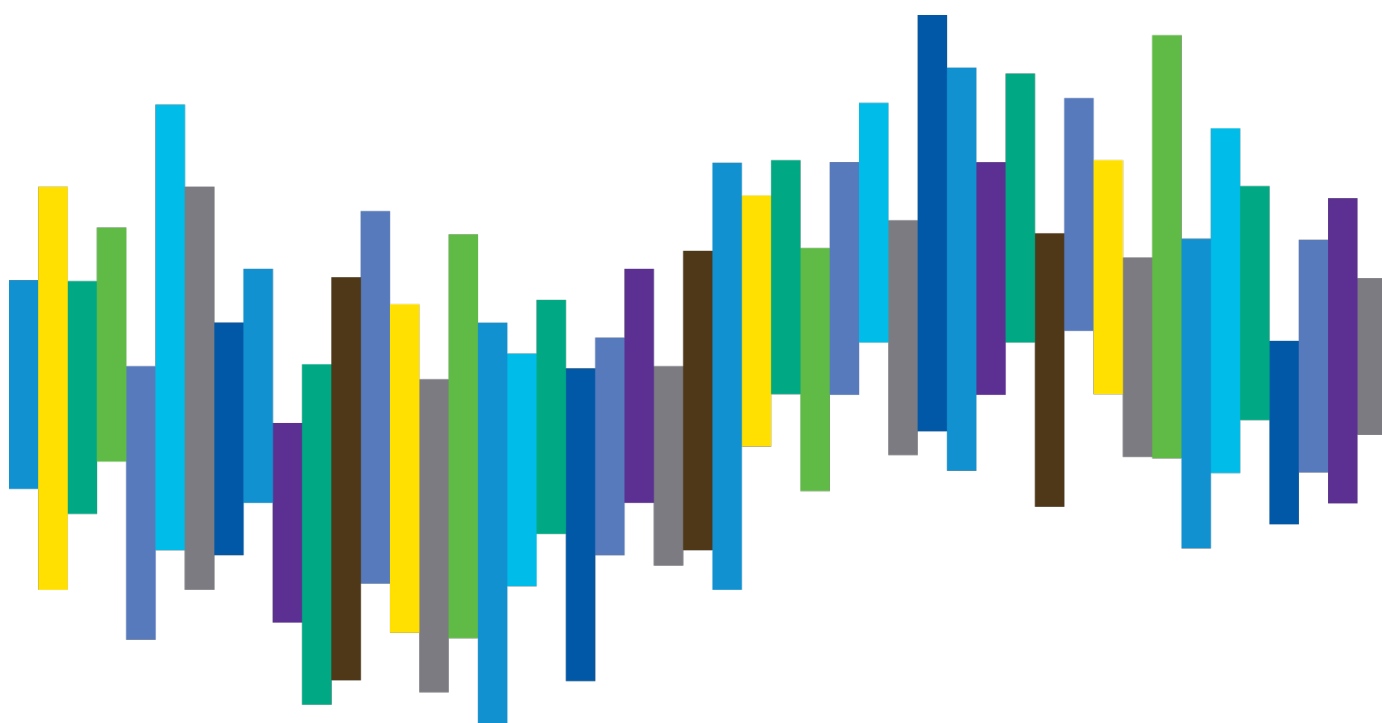


CAREER CENTER EMPLOYER USER MANUAL



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 cfaadvertiser@wiley.com or call the applicable regional team:

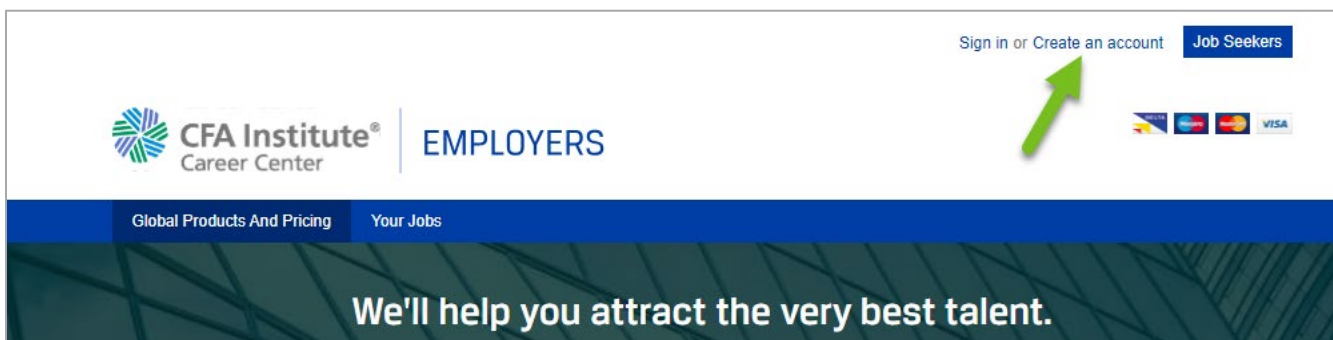
Americas: +1 (201) 308-5418

Europe, Middle East & Africa: +44 (0)1243 84096

Asia Pacific: +65 6643 8041

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.

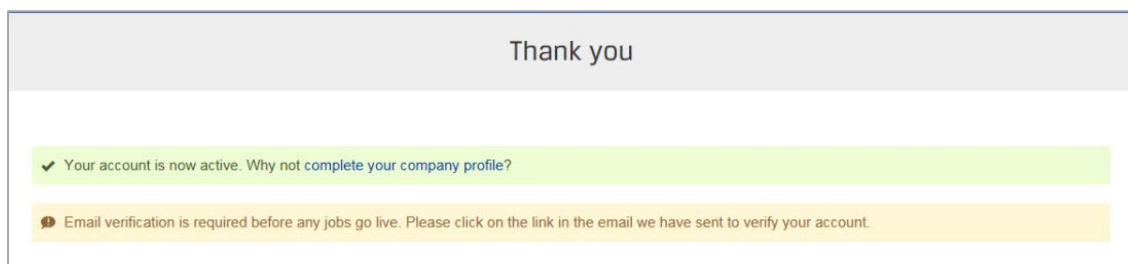
The screenshot shows the "Create an account and post a job today" form. The form is divided into two main sections: "Your details" and "Company information". In the "Your details" section, there are input fields for "Title", "First name", "Last name", "Email address", "Confirm email address", "Password", and "Confirm password". Red asterisks indicate required fields. A green box highlights the "Last name" field. To the right of the form, there is a link "Sign in if you already have an account." and a box titled "Account benefits" which lists: "Post job vacancies", "Track and manage applications", "Find and download resumes", and "Access your purchased resumes from any device". The "Company information" section includes a note: "Please note: address and contact details provided here will be publicly visible to job candidates via your Employer Profile". It contains input fields for "Company name", "Employer type" (a dropdown menu with "Please select..." selected), "Company Email Address", and "Address line 1".

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

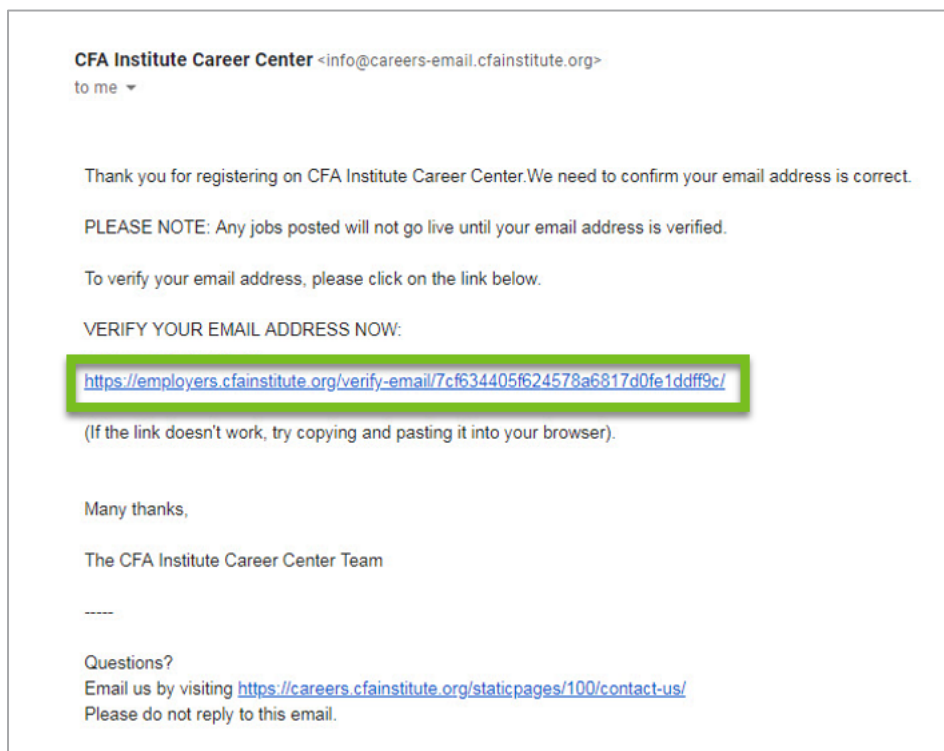
The screenshot shows the bottom section of the form, titled "Marketing Communication". It contains the text: "We'd love to send you information about Products and Services from CFA Institute Career Center by email." Below this is a checkbox with the text: "I'd like to receive information about products or services that may be of interest to me from CFA Institute and/or its Member Societies." Below that is a line of text: "All emails will contain a link in the footer to enable you to unsubscribe at any time". At the bottom, there is a checkbox with the text: "I agree to the Terms and conditions and Privacy policy." and a green box highlights this checkbox. To the right of the checkbox is a blue button labeled "Create an account". A green arrow points to 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>.)*

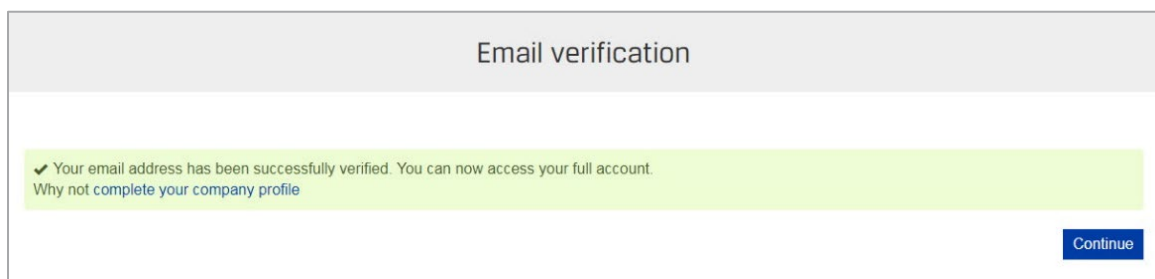
A.



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](#) page to sign into your company account. Once signed in, click your company name in the upper right corner to access your company profile.

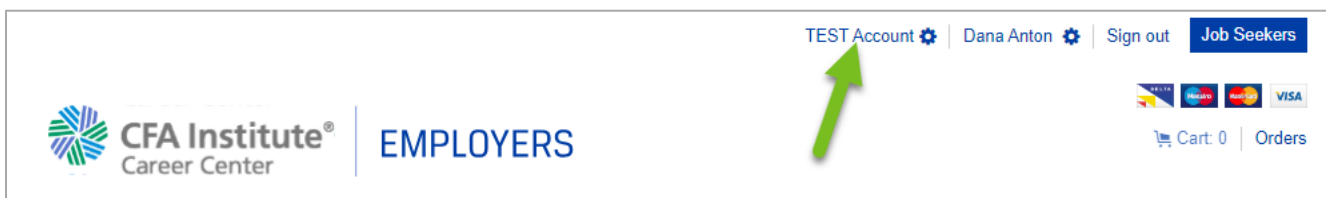


2. Click the drop-down arrow to enter company information. (*Note: Red dots indicate required fields.*)

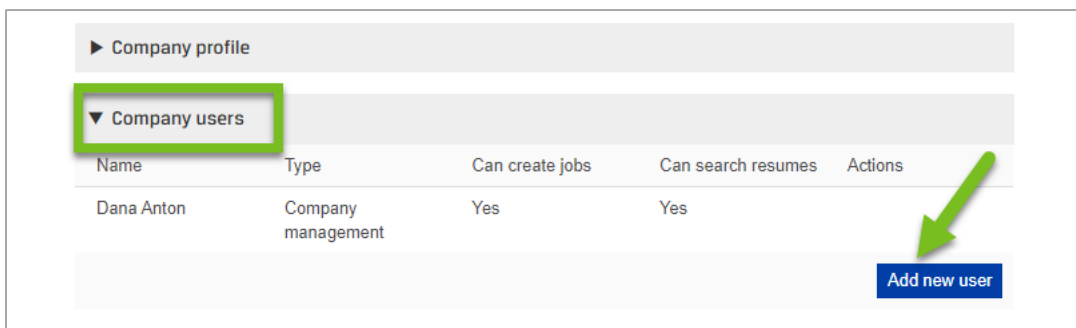
3. Click the **Save details** button when done.

Add User to Company Profile

1. Navigate to the [Career Center](#) page to sign into your company account. Once signed in, click your company name in the upper right corner to access your company profile.



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 with purchase of relevant job posting package
- Company management: allows user to manage all company users and edit company profile
- Expiring jobs email: user will receive emails regarding expiring job postings

A screenshot of the 'Add a new user' form. The form includes fields for 'Title', 'First name', 'Last name', 'Email address', 'New user password', and 'Confirm new user password'. Below these fields is a section for 'Access Options' with five checkboxes: 'Basic access', 'Job posting', 'Resume searching', 'Company management', and 'Expiring jobs email'. A green box highlights the 'Access Options' section. A green arrow points to the 'Save' button at the bottom right of the form.

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.

	 Standard Launch your no-frills campaign for straightforward hires.	 Balanced Highlight your ad to ensure it gets noticed.	 Distributed Feature your listing for greater visibility.	 Diversified Expand your reach and maximize application numbers.
Online listing with your logo	✓	✓	✓	✓
Ad highlighted in job search results	×	✓	✓	✓
Anchored at the top of search results	×	✓	✓	✓
Access to resume database	×	✓	✓	✓
Ad featured on homepage	×	×	✓	✓
Ad displays prominently at top of selected Job Function	×	×	×	✓
30 Day Job Post	\$435/£345/€405 Select	\$600/£485/€565 Select	\$820/£655/€765 Select	\$1425/£1140/€1335 Select
60 Day Job Post	\$710/£565/€665 Select	\$930/£745/€875 Select	\$1315/£1095/€1225 Select	\$2305/£1845/€2145 Select

Features

1. **Online listing with your logo:** a basic job posting that includes the option of displaying your company logo.

CFA Institute Research, Advocacy, and Standards Affiliate


CFA Institute

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

Employer CFA Institute

Location Opportunities exist in London, Washington, DC, and Hong Kong SAR.

Salary Competitive with benefits

Posted Jun 29, 2023

CFA Institute is looking to appoint Researchers/Senior Researchers (collectively, "Affiliates") for one-year terms to develop and conduct research in accordance with our thematic research agenda. We intend to hire Affiliates from academia and industry at graduate and post-graduate (Master's and Ph.D.) levels.

The objective of the affiliate research program is to develop and publish research that:

- Improves knowledge and understanding among investment practitioners, institutions, and policymakers in the respective fields of study.

2. **Ad highlighted in job search results:** highlights job posting to ensure it stands out for job seekers.

Found 27 jobs using the term 'advocacy'

Browse Search

Keywords
advocacy

Location
Location

Within 20 miles

☐ Working from home

► Job Function

► Industry Sector

► Certifications

► Employment Type

► Education

► Salary

► Employer Type

Search

You need to sign in to set up job alerts

Manage your job alerts

Relevance Newest first

CFA Institute Research, Advocacy, and Standards Affiliate

- Opportunities exist in London, Washington, DC, and Hong Kong SAR.
- Competitive with benefits
- CFA Institute

CFA Institute is looking to appoint Researchers/Senior Researchers (collectively, "Affiliates") for one-year terms to develop and conduct research ...

View details 22 days ago Save

Private Wealth Management Portfolio Manager Managing Director

- Milwaukee, Wisconsin
- Leadership role - salary midpoint of \$185,000 + 45% target cash bonus, long-term comp + benefits
- Private Wealth Management U.S. Bank

Manage a team of investment portfolio managers in U.S. Bank Private Wealth Management's Wisconsin market focused on individual and trust clients.

View details 2 days ago Save

Associate Director, Strategy Development, Benchmark Advocacy

- Houston, USA
- Competitive
- S&P Global

Associate Director or Director of Strategy development: Benchmark Advocacy This commercial role will focus on driving benchmark advocacy across two ...

3. **Anchored at the top of search results:** places job posting at the top of search results when job matches a job seeker's search parameters.
4. **Access to resume database:** includes access to search the resume database. Please see the [Search Resumes](#) section of this manual for more information on activating and using this feature.
5. **Ad featured on homepage:** promotes job posting on the Career Center Home page.

Connect. Learn. Advance.

Keywords
Keyword: e.g. Portfolio Manager

Location
Location

Within 20 miles

Search

Career news and advice

View all articles

International Career Moves: Risks and Rewards

International assignments can lead to career success, but they also have a high failure rate.

Featured jobs

View all jobs

Financial Advisory Consultant
Lisbon (PT)
To be negotiate

FM Global

Senior Investment Analyst
Waltham, Massachusetts
Negotiable

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.

Other jobs

Browse Search

Keywords
Keyword: e.g. Portfolio Manage

Search

Refine your search

▼ Job Function
Other

▼ Industry Sector
Academic Institution, Test Prep 1
Asset Management 10
Asset Owner 2
Business or Knowledge Process Outsourcing (BPO / KPO) 1
Centre of Excellence 1
Consulting Firm 3
Finance - General 2011
Fintech/Insurtech 2
Information Technology, Software 7
Utilities (e.g., Oil & Gas, Energy) 2
More...

► Certifications
► Employment Type
► Education
► Employer Type
► Salary

You need to sign in to set up job alerts [Manage your job alerts](#)

Found 2,030 jobs

TOP JOB **NEW**

Model Portfolio Research Analyst

- Minneapolis, Minnesota
- Depends on experience
- Thrivent Financial

Responsible for researching, analyzing and making recommendations of the investment products (managers) to b...

[View details](#) [Save](#)

TOP JOB **NEW**

CFA Institute Research, Advocacy, and Standards Affiliate

- Opportunities exist in London, Washington, DC, and Hong Kong SAR.
- Competitive with benefits
- CFA Institute

CFA Institute is looking to appoint Researchers/Senior Researchers (collectively, "Affiliates") for one-year terms to develop and conduct research ...

[View details](#) 22 days ago [Save](#)

TOP JOB **NEW**

Model Portfolio Research Analyst




- Minneapolis, Minnesota
- Depends on experience
- Thrivent Financial

Responsible for researching, analyzing and making recommendations of the investment products (managers) to b...

Post a Job

1. From the Career Center Global Products and Pricing page, select a package that best meets your recruiting needs from the options provided.

(Note: You will need to be logged into your company account to post a job.)









[Global Products And Pricing](#)
[Your Jobs](#)

We'll help you attract the very best talent.

Thousands of firms around the world employ CFA® charterholders to meet their evolving needs. We can help you attract the very best talent. Access our exclusive network of investment management professionals composed of more than 250,000 members and program candidates globally.

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

	 Standard Launch your no-frills campaign for straightforward hires.	 Balanced Highlight your ad to ensure it gets noticed.	 Distributed Feature your listing for greater visibility.	 Diversified Expand your reach and maximize application numbers.
Online listing with your logo	✓	✓	✓	✓
Ad highlighted in job search results	×	✓	✓	✓
Anchored at the top of search results	×	✓	✓	✓
Access to resume database	×	✓	✓	✓
Ad featured on homepage	×	×	✓	✓
Ad displays prominently at top of selected Job Function	×	×	×	✓
30 Day Job Post	\$435/£345/€405 Select	\$600/£485/€565 Select	\$820/£655/€765 Select	\$1425/£1140/€1335 Select
60 Day Job Post	\$710/£565/€665 Select	\$930/£745/€875 Select	\$1315/£1095/€1225 Select	\$2305/£1845/€2145 Select

2. 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”, “competitive”, 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.

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
- ☐ 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

Industry Sector •

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

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

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

A screenshot of a web form. At the top, there is a text input field labeled 'Alternate employer name' with a character count '100 characters left'. Below the field is a blue button labeled 'Save and continue'. A green arrow points from the top right towards the button.

4. 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 web interface showing job posting options. At the top, a green banner says '✓ Your job advertisement has been saved'. Below it, a light blue bar 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 bar is a tabbed interface with 'Edit job', 'Supporting documents', 'Screening questions', and 'Upgrades'. The 'Supporting documents' and 'Screening questions' tabs are highlighted with a green box. At the bottom, a green banner says '✓ Your job is now saved' and contains two buttons: 'Preview this job' (with a green arrow pointing to it) and 'Continue editing'.

- A. Add supporting documentation.

A screenshot of the 'Supporting documents' tab in the job posting interface. The tab is selected and highlighted. The page shows two sections for uploading files: 'Application form' and 'Additional support document'. Each section has a 'Choose a file' button and a note about supported file formats: '(doc, .pdf, .docx, .txt, .rtf with a file size of less than 1MB)'. A green arrow points to the 'Supporting documents' tab label.

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.

Add supporting documents and screening questions or [Go straight to cart](#)

[Edit job](#) [Supporting documents](#) [Screening questions](#) [Upgrades](#)

This section is optional.
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.

Question Expected answer [Please select...](#)

Question Expected answer [Please select...](#)

Question Expected answer [Please select...](#)

C. Preview the job.

Test Position

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 Certificant
Employment Type	Full Time
Education	Doctorate

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

More searches like this

- [Academics Accounting/Audit Firm CIPM Certificant Full Time jobs in Doctorate](#)

5. In the Shopping Cart, enter a 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.

test Standard (30 Day) \$435.00 Remove

Discount code Apply code

Add a job

Subtotal \$435.00

Total \$435.00

Checkout

6. 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 information 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.

Alternate employer name
100 characters left

Important: when you enter an alternative name, job seekers will only be able to see that name. Your company will not be mentioned anywhere in the advertisement. Also, your job vacancy will not appear on a employer A-Z page.

Need to do this regularly?

If you want to regularly post on behalf of another company, you should contact us and we will add them to your list of associated companies. This means your job vacancy will be listed on both their and your employer A-Z pages, which gives it more exposure.

Need help? Call Americas: 1-201-308-5418 | Europe, Middle East, and Asia Pacific

+65 6643 8041 or email cfaadvertiser@wiley.com

[Request a call back](#)

Phone: Americas: 1-201-308-5418 | Europe, Middle East, and Africa: +44 (0)1243 84096 | Asia Pacific +65 6643 8041 (working hours)

Email: cfaadvertiser@wiley.com

A. Example of confidential post below.

CFA Institute®
Career Center

Job Seekers Sign in
Employers

Home
Find a Job
Job Alerts
Search Employers
Careers Advice

Professor of Finance

Employer	Confidential
Location	Washington, D.C., United States
Salary	Competitive
Posted	Apr 25, 2019
Closes	May 25, 2019
Job Function	Academics
Industry Sector	Academic Institution, Test Prep
Certifications	CFA Charterholder
Employment Type	Full Time

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

More searches like this

- Academics Academic Institution, Test Prep CFA Charterholder jobs in Full Time

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.

Edit job

Supporting documents

Screening questions (1)

This section is optional.

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.

Question

Are you a current resident of the Washington, D.C. area?

Please select...

Yes

No

Question

Expected answer

Please select... ▾

Question

Expected answer

Please select... ▾

Question

Expected answer

Please select... ▾

Question

Expected answer

Please select... ▾

Save changes

2. The screening questions will appear on the job posting in the application. The applicant will be required to provide a response.

Professor of Finance - TEST JOB

Employer

Confidential

Location

Washington, D.C., United States

Salary

Competitive

Posted

May 06, 2019

Closes

Jun 05, 2019

Job Function

Academics

Industry Sector

Academic Institution, Test Prep

Certifications

CFA Charterholder

Employment Type

Full Time

Send

Save

Apply

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Share

Apply for Professor of Finance - TEST JOB

Apply instantly with your saved resume

First name

Last name

Email address

☐ Use your saved resume - Preview

☐ Upload a different resume

Your Resume must be a .doc, .pdf, .docx, .rtf, and no bigger than 1Mb

Your covering message for Professor of Finance - TEST JOB

Write your application covering message here or copy and paste from a document.

4000 characters left

All questions are required

Are you a current resident of the Washington, D.C. area?

☐ Yes

☐ No

☐ Save my resume for future applications and allow employers to find me in the resume database

☐ Email me jobs like this one when they become available

When you apply for a job we will send your application to the named recruiter, who may contact you. By applying for a job listed on CFA Institute Career Center you agree to our [terms and conditions](#) and [privacy policy](#). You should never be required to provide bank account details. If you are, please [email us](#).

Send application

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.

A.

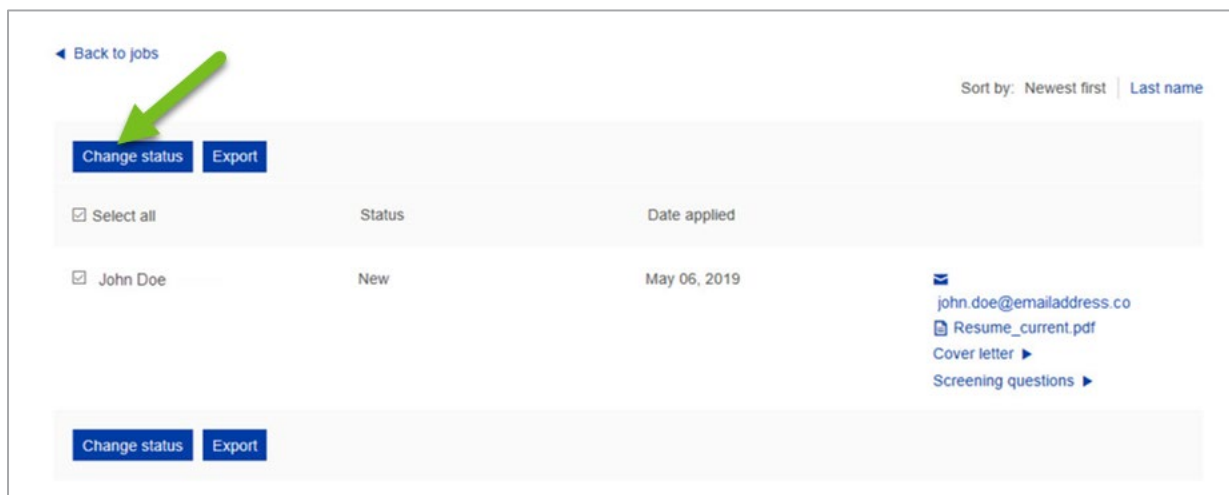
The screenshot shows the 'Applications' page for a job titled 'Professor of Finance - TEST JOB'. The page has a blue header with navigation links: 'Home', 'Your Jobs', and 'Resume Search'. Below the header, the job title is displayed, followed by 'Applications' with a blue badge containing the number '1'. There are search filters for 'Keywords' (a text input field) and 'Application status' (a dropdown menu set to 'All'), with a 'Filter' button. Below the filters, there is a 'Back to jobs' link and a 'Sort by' dropdown set to 'Newest first'. A table of applications is shown with columns for 'Select all', 'Status', and 'Date applied'. One application is listed for 'John Doe' with status 'New' and date 'May 06, 2019'. To the right of the application, there are links for 'john.doe@emailaddress.co', 'Resume_current.pdf', 'Cover letter', and 'Screening questions'. A green arrow points to the 'Screening questions' link. At the bottom of the table, there are 'Change status' and 'Export' buttons.

B.

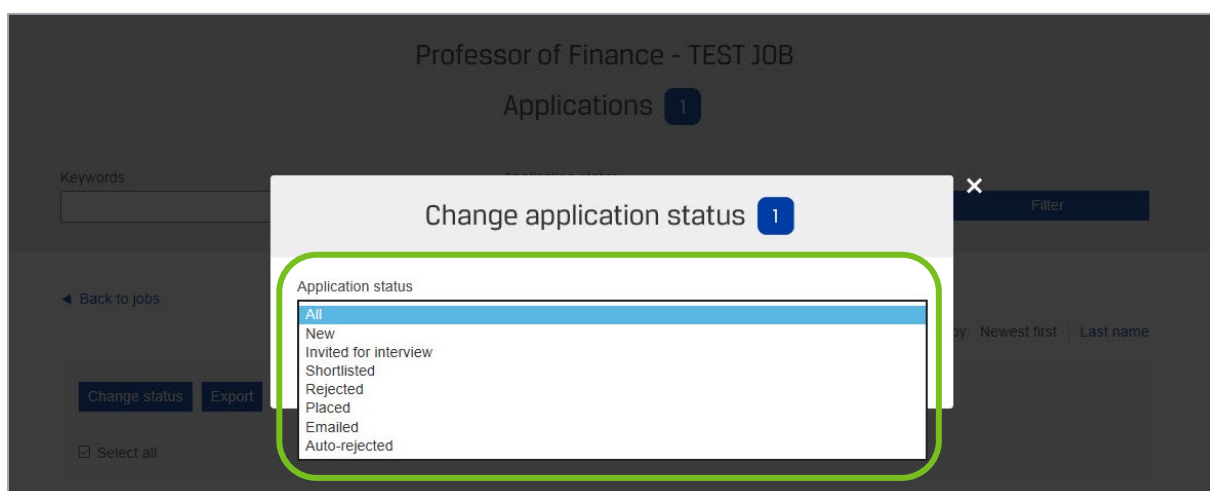
The screenshot shows a modal window titled 'Screening questions for John Doe' with the subtitle 'Application for Professor of Finance - TEST JOB'. The modal contains a table with three columns: 'Question', 'Answer', and 'Expected answer'. The first row shows the question 'Are you a current resident of the Washington, D.C. area?' with the answer 'Yes' and the expected answer 'Yes'. Below the table, there is a 'Request a call back' button. At the bottom of the modal, there is a footer with contact information: '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'. The footer also includes a 'Request a call back' button. At the very bottom, there is a navigation bar with links for 'About', 'Contact Us', 'Terms & Conditions', 'Privacy Policy', 'Help', 'Global Product Set', 'Americas', 'Europe, Middle East, and Africa', 'Asia Pacific', 'CFA Society India', 'CFA Society Boston', 'Switzerland', 'CFA Society United Kingdom', 'CFA Society San Francisco', and 'CFA Society Los Angeles'.

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.

Your jobs **2**

Keywords Status

Filter by: [All Jobs](#) | [My Jobs](#) Sort by: [Created](#) | [Expiring](#) | [Recent applications](#)

Title	Location	Status	Period	Views	Applications	Actions
Vice President/Principal (Investments)	Mumbai	Live	Jan 31, 2019 Feb 15, 2019	181	14	Expire
Analyst	Mumbai	Live	Jan 31, 2019 Feb 15, 2019	320	48	Expire

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.*)

A screenshot of the 'Resume search' form. The form has a title 'Resume search' and a 'Toggle search form' dropdown. It includes fields for 'Keywords' (with a hint icon and '500 characters left'), 'Current location' (with a hint icon), and a distance dropdown set to 'Within 20 miles'. There is a 'Last updated within' dropdown set to 'Please select...'. A green arrow points to the 'Search' button, and a green box highlights the 'More search options' link below it. At the bottom left, there are links for 'New search', 'Your shortlist (0)', and 'Bulk downloads'.A screenshot of the expanded search options form. It shows various filters for job search. On the left, there are sections for 'Job function' (Academics, Accounting/Audit/Tax, Actuarial Services, Banking, Brokerage, C-Suite Level Management, Commodities), '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), 'Education' (Bachelors, Masters, Doctorate), and 'Preferred job function' (Academics, Accounting/Audit/Tax, Actuarial Services, Banking, Brokerage, C-Suite Level Management, Commodities). At the bottom left, there is a 'Willing to relocate' section with 'Yes' and 'No' options. On the right, there are sections for 'Preferred location' (e.g. London, Within 20 miles), 'Availability' (Immediately, One month, Two months, Three months, Four months, Five months, Six months, More than six months), 'Preferred salary' (\$30,000 - \$49,999, \$50,000 - \$74,999, \$75,000 - \$99,999, \$100,000 - \$124,999, \$125,000 - \$149,999, \$150,000 - \$199,999, \$200,000 +), and 'Preferred employment type' (Full Time, Consulting, Internship, Part Time). A 'Search' button is at the bottom right.

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

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

Last updated within

Please select...

Current location

e.g. London Within 20 miles

New search **Your shortlist (2)** Bulk downloads

Search

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's a search bar with 'Keywords' (e.g., Portfolio Manager AND ("multi-asset" OR "fixed income")), 'Current location' (e.g., London), and a distance filter (Within 20 miles). A 'Search' button is on the right. Below the search bar, there are links for 'New search', 'Your shortlist (2)', and 'Bulk downloads'. A green arrow points to the 'Resume alerts' link, which is highlighted with a green box. Below it, a dropdown menu shows 'Set up resume alert' and 'Manage resume alerts'. The 'Set up resume alert' option is also highlighted with a green box. The page shows 'Resumes found 8,413' and a 'Display: All matching resumes' dropdown.

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 form titled 'Set up a resume alert for this search'. It contains a text input field for 'Name your alert', a dropdown menu for 'Once a day' and 'As soon as resumes are added', and 'Cancel' and 'Save' buttons. A green arrow points to the 'Save' button. The background shows the 'Resume search' page with a dark overlay.

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's a search bar with 'Investment' entered, a character count '489 characters left', and a 'Last updated within' dropdown. Below this is a 'Current location' field with 'e.g. London' and a 'Within 20 miles' dropdown. A blue 'Search' button is on the right. Below the search bar, there are links for 'New search', 'Your shortlist (2)', and 'Bulk downloads', along with a 'More search options' link. The results section shows 'Resumes found 7,325'. Below this, there are links for 'Resume alerts' and 'Saved searches'. The 'Saved searches' link is highlighted with a green box, and a green arrow points to it. A dropdown menu is open under 'Saved searches', showing 'Set up saved search' and 'Use a saved search' options. The 'Set up saved search' option is highlighted with a green box.

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 'Save this search' and a close button 'X'. Inside the dialog, there's a text input field labeled 'Name your saved search' with a red asterisk. 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.