



CAREER CENTER JOB SEEKER USER MANUAL



CFA Institute

CAREER CENTER JOB SEEKER USER MANUAL

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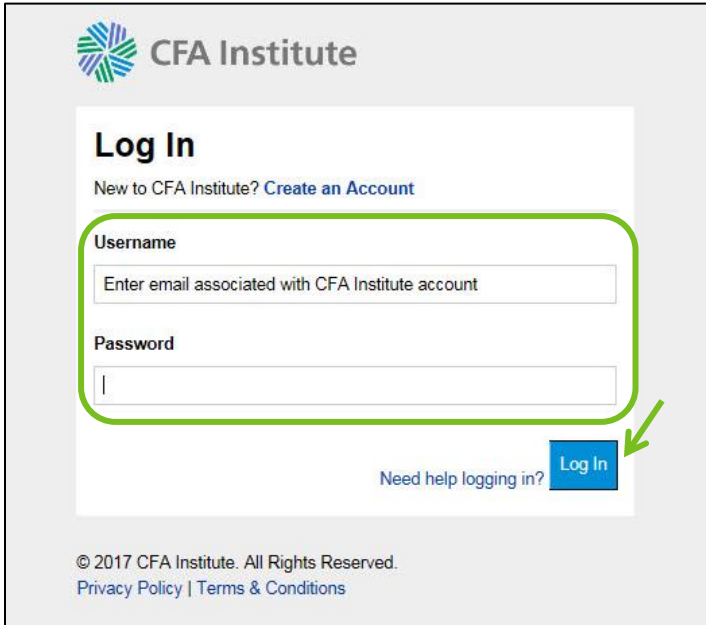
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Log into Account

1. Access the Career Center at <https://careers.cfainstitute.org/>
2. Select the **Sign In** link.



3. Enter your CFA Institute credentials click **Log In**. (*Note: Your CFA Institute credentials are the username and password you use for the CFA Institute website.*)

A screenshot of the CFA Institute Log In page. It features a 'Log In' heading, a link to 'Create an Account', and two input fields for 'Username' and 'Password'. A green box highlights these fields, and a green arrow points to the 'Log In' button. The footer contains copyright information and links to 'Privacy Policy' and 'Terms & Conditions'.

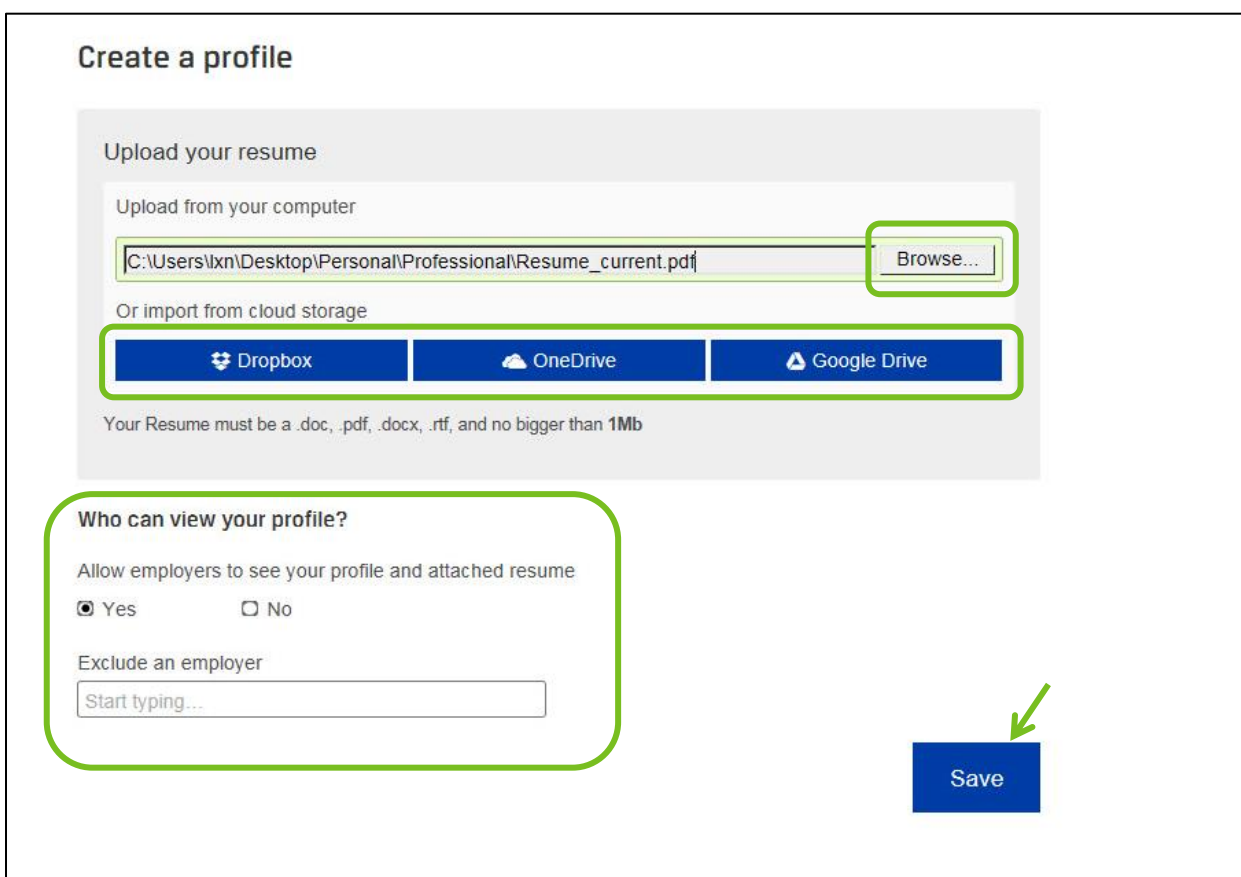
Manage your Profile

Create your Profile

1. Click the dropdown arrow by your name in the upper right-hand corner and select **Your profile**. (*Note: You can access your profile and make edits to it at any time using this link.*)



3. Upload your resume from your computer or from cloud storage. Employers use the Career Center to search for candidates for their open positions. If you would like your profile to be visible select **Yes**; if not, select **No**. (*Note: You can exclude specific employers by typing the employer name into the field provided. If they have an account, the employer name will autofill.*) Click **Save** when finished.

A screenshot of the "Create a profile" form. The form is titled "Create a profile" and has a section for "Upload your resume". Under "Upload your resume", there are two options: "Upload from your computer" and "Or import from cloud storage". The "Upload from your computer" option has a text input field containing a file path and a "Browse..." button. The "Or import from cloud storage" option has three buttons: "Dropbox", "OneDrive", and "Google Drive". Below these options, there is a note: "Your Resume must be a .doc, .pdf, .docx, .rtf, and no bigger than 1Mb". The "Who can view your profile?" section has a heading and a sub-heading "Allow employers to see your profile and attached resume". There are two radio buttons: "Yes" (selected) and "No". Below this is a text input field for "Exclude an employer" with the placeholder text "Start typing...". A blue "Save" button is located at the bottom right of the form, with a green arrow pointing to it.

4. Enter your professional details in the fields provided. (*Note: Red dots indicate required fields.*)

Your profile

✓ Resume Saved

Current attached resume: [Resume_current.pdf](#) Change resume

▼ Name as it appears to employers ✓

First name • Last name •

▼ Career summary

Personal Summary •

▼ Your current CV

Where are you currently based? •

What is your current job title? •

Which job functions in the financial services industry do you have experience of working in? •

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

- 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

5. Review and agree to our Terms and conditions and Privacy policy by checking the box. Click the **Save changes** button when done.

▼ who can view your profile ▼

Allow employers to see your profile and attached resume

Yes No

Exclude an employer

Start typing...

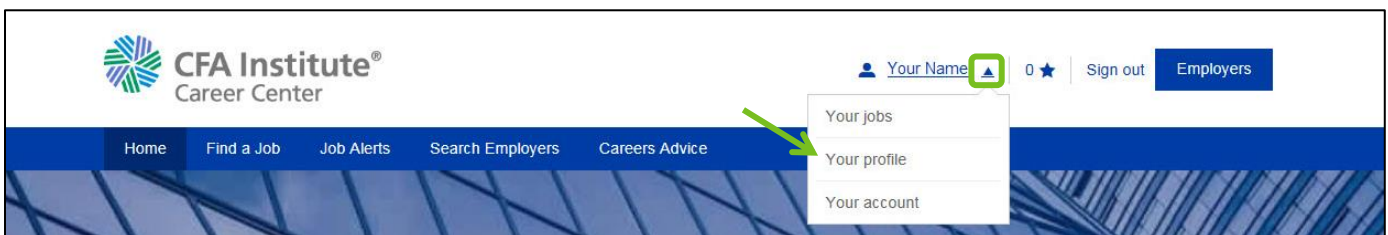
I agree to the Terms and conditions and Privacy policy

Delete profile

Save changes

Delete Account

1. Click the dropdown arrow next to your name and select the **Your profile** dropdown option.



2. Select the **Delete profile** link.

Your profile

Current attached resume: Test Resume .pdf Change resume

▶ Name as it appears to employers ✓

▶ Career summary ✓

▶ Your current CV ✓

▶ Your new role ✓

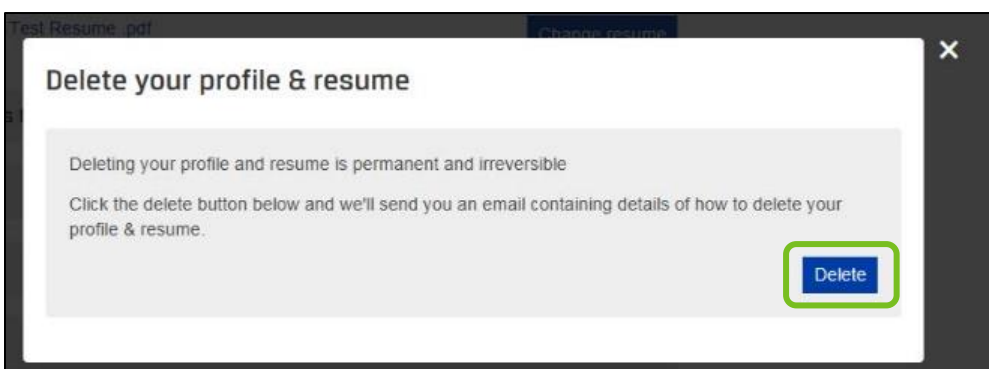
▶ Who can view your profile? ✓

I agree to the Terms and conditions and Privacy policy

Delete profile


Save changes


3. Click the **Delete** button in popup screen that opens.




4. Navigate to the inbox associated with your account. Click the link in the body of the email. (*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>.*)

Fri 1/25/2019 10:09 AM

 CFA Institute Career Center <info@careers-email.cfainstitute.org>
Click the link in this email to delete your CFA Institute Career Center resume and profile

To:  you@youremailaddress.com

 This is the most recent version, but you made changes to another copy. Click here to see the other versions.

Hello Your Name,

This is the final step in deleting your CFA Institute Career Center resume and profile. If you are certain you want to proceed, please click below:

DELETE RESUME:
<https://careers.cfainstitute.org/deleteprofile/?Token=055d788104024a2186cc4c62d736fec5>

(If the link doesn't work, try copying and pasting it into your browser.)

Many thanks,

The CFA Institute Career Center Team

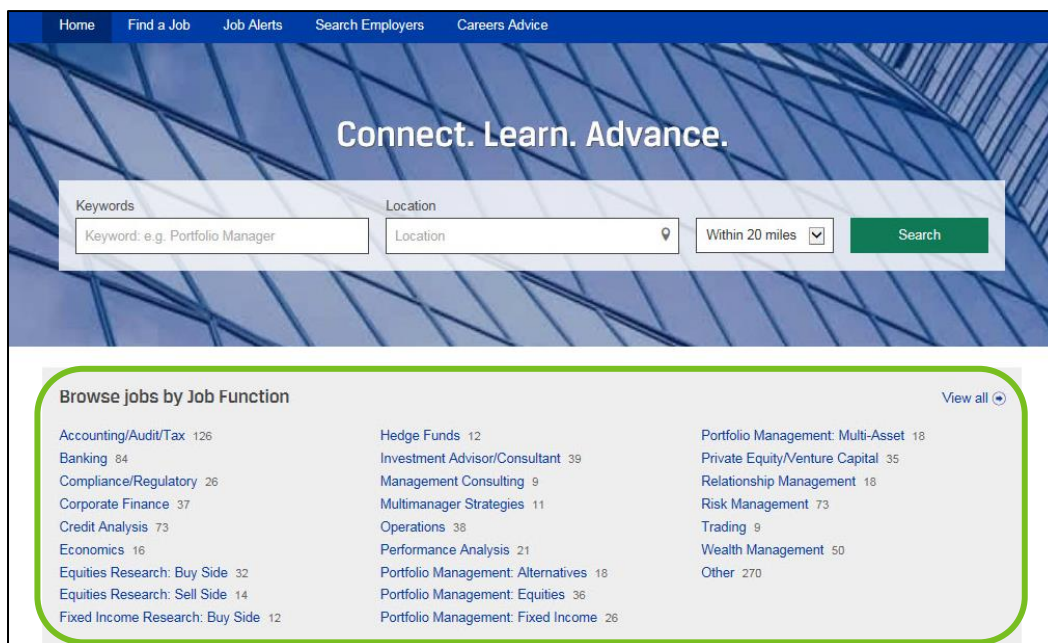
Questions?
Email us by visiting <https://careers.cfainstitute.org/staticpages/100/contact-us/>
Please do not reply to this email.

Search for Jobs

1. Click **Find a Job** in the top navigation bar. You can also **Browse jobs by Job Function** in the section on the Home page(A).



A.



2. The view on the Find a Job page defaults to global jobs. Use the left navigation bar to **Browse** or **Search** by a variety of criteria.

Found 881 jobs

[Browse](#) [Search](#)

Keywords

Refine your search

- ▼ Job Function
 - Accounting/Audit/Tax 128
 - Banking 34
 - Corporate Finance 37
 - Credit Analysis 73
 - Investment Advisor/Consultant 39
 - Operations 38
 - Portfolio Management: Equities 38
 - Risk Management 73
 - Wealth Management 50
 - Other 270
 - More...
- ▼ Industry Sector
 - Asset Management 73
 - Commercial Bank, Credit Union, Private Bank, Savings & Loan, 10
 - Consulting Firm 26
 - Credit Rating Agency/Bureau 15
 - Finance - General 709
 - Fintech/Insurtech 12
 - Government 12
 - Investment Bank 39
 - Non-Banking Financial Institution (Consumer finance, Leasing, factoring, etc.) 11
 - Private Wealth Management Firm 27
 - More...
- ▶ Certifications
- ▶ Employment Type
- ▶ Education
- ▶ Employer Type
- ▶ Salary
- ▶ Location

Senior Analyst Corp

- Lisbon (PT)
- To be negotiate
- Baker Tilly

Perfil: Procuramos un departamento de Corp

DBA(My SQL) , Data design, Health Mon

- Mumbai, Konkan (IN)
- As per company no
- Finoptions institute

Hi, Job seekers We h (MySQL) Employmen

Fund Research A

- London (Central), (GB)
- £28K - £32K Annual performance relate
- EQ Investors

Experienced 3rd part markets and frontier

Corporate Strateg

- Wellington (NZ)
- Negotiable
- Kiwibank

Support the cultivation Wealth – including M

Corporate Strateg

- Wellington (NZ)
- Negotiable
- Kiwibank

Found 881 jobs

[Browse](#) [Search](#)

Keywords

 Location

 Working from home

- ▶ Job Function
- ▶ Industry Sector
- ▶ Certifications
- ▶ Employment Type
- ▶ Education
- ▶ Salary
- ▶ Employer Type

Senior Analyst Corp

- Lisbon (PT)
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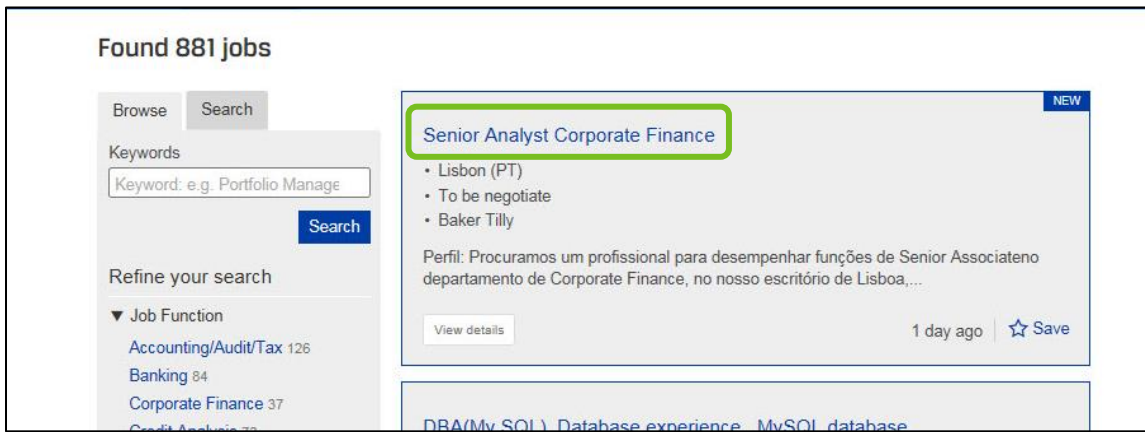
- London (Central), (GB)
- £28K - £32K Annual performance related t
- EQ Investors

Experienced 3rd party f markets and frontier ma

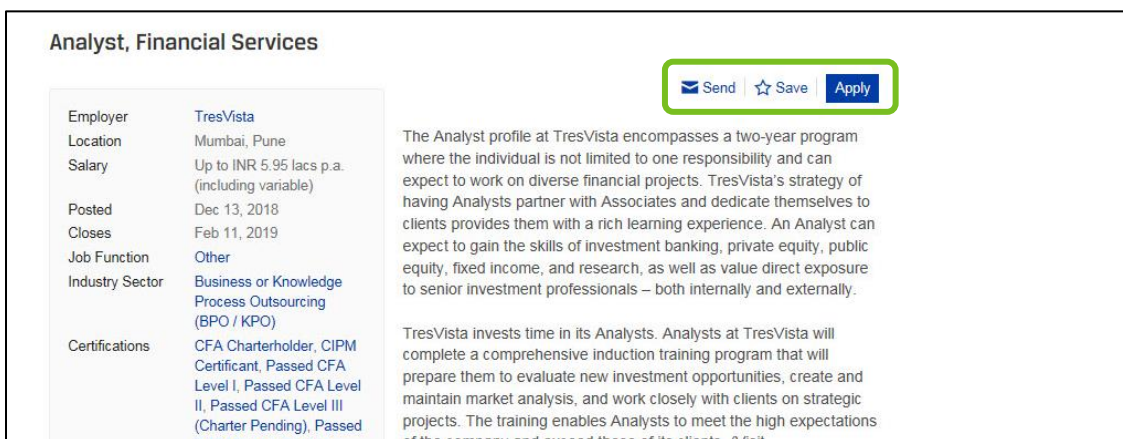
Corporate Strategy

- Wellington (NZ)
- Negotiable

- Click the job title to review the full details of a job posting.



- On the job posting, you can click the link to **Send** the job to your email, **Save** the job to your shortlist, or **Apply** for the position. You may be redirected to the company's application portal for some positions. Most of the time, you can apply instantly by entering information in the required fields then clicking the **Send application** button (A).



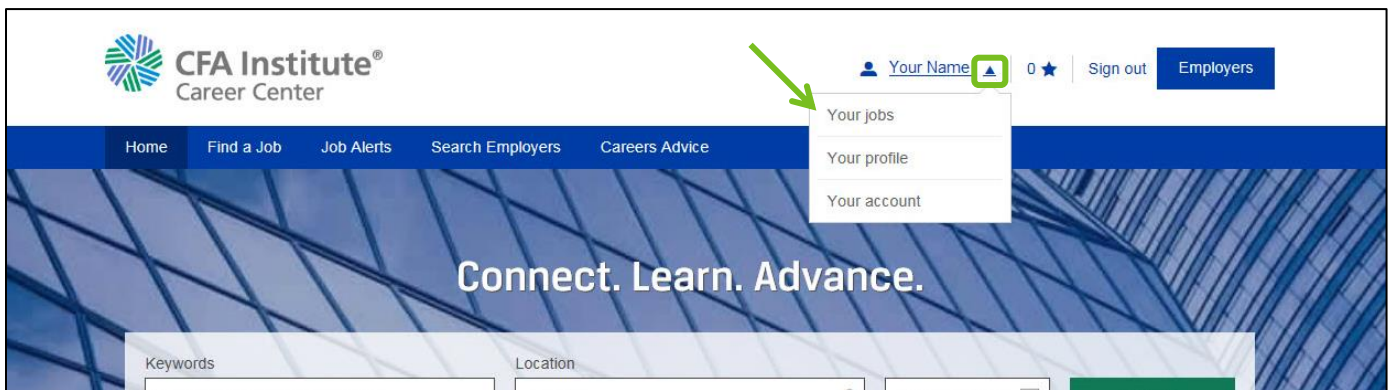
A.

Save Jobs to Shortlist

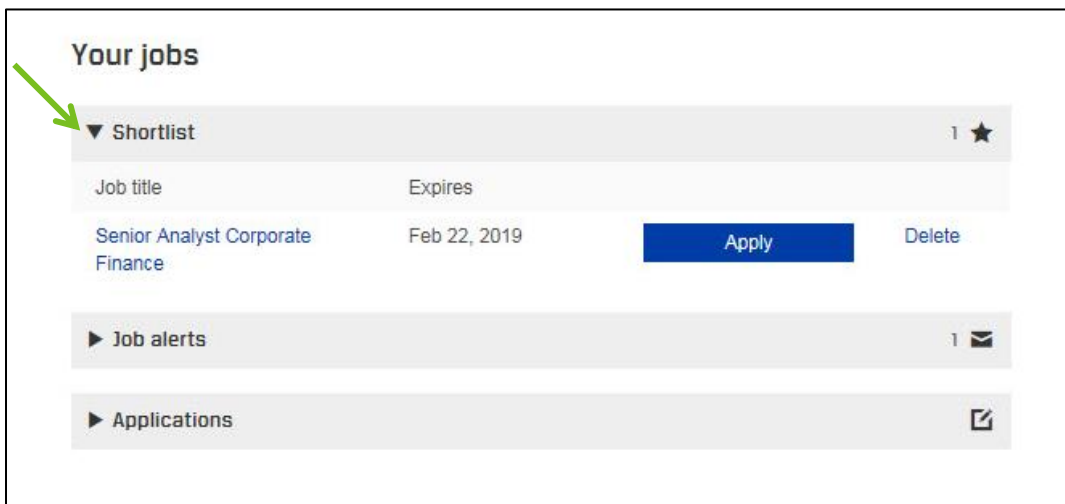
1. Jobs of interest can be saved to a shortlist by clicking the **Save** link on each job posting. (*Note: The star will turn blue when saved.*)



2. Access your shortlist by clicking the dropdown arrow next to your name. Select the **Your jobs** dropdown option.



3. Click **Shortlist** to view and manage your saved jobs.



Create Job Alerts

Job alerts are daily emails notifying you of jobs that meet specified criteria you select.

1. From the Home page, click the **Job Alerts** link in the top navigation bar.



2. Enter details for the type of jobs you would like to receive alerts for. More search criteria are available under the **More options** dropdown (A). Click the **Email me jobs** like this button when finished.

The screenshot shows the 'Create a job alert' form. The form includes fields for Keywords, Location, and Job Function. The 'Job Function' and 'Industry Sector' sections are expanded, showing a list of options. A green arrow points to the 'More options' link in the 'Industry Sector' section. Two callouts provide additional lists of job functions and industry sectors.

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

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)

A.

▼ More options

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
- Internship
- Part Time

Education

- Bachelors
- Masters
- Doctorate

Salary

- Open / Negotiable
- Unpaid
- Up to \$20,000
- \$20,000 - \$29,999
- \$30,000 - \$49,999
- \$50,000 - \$74,999
- \$75,000 - \$99,999

Employer Type

- Corporate
- Government
- Non-Profit

When you create this job alert we will email you a selection of jobs matching your criteria. Our [Terms and Conditions](#) and [Privacy Policy](#) apply to this service.

All emails will contain a link in the footer to enable you to unsubscribe at any time.

[Email me jobs like this](#)

3. You will see the details of your alert on the confirmation screen.

Home Find a Job Job Alerts Search Employers Careers Advice

Create a job alert

✓ Your new job alert has been set up successfully

[Add another email alert](#)

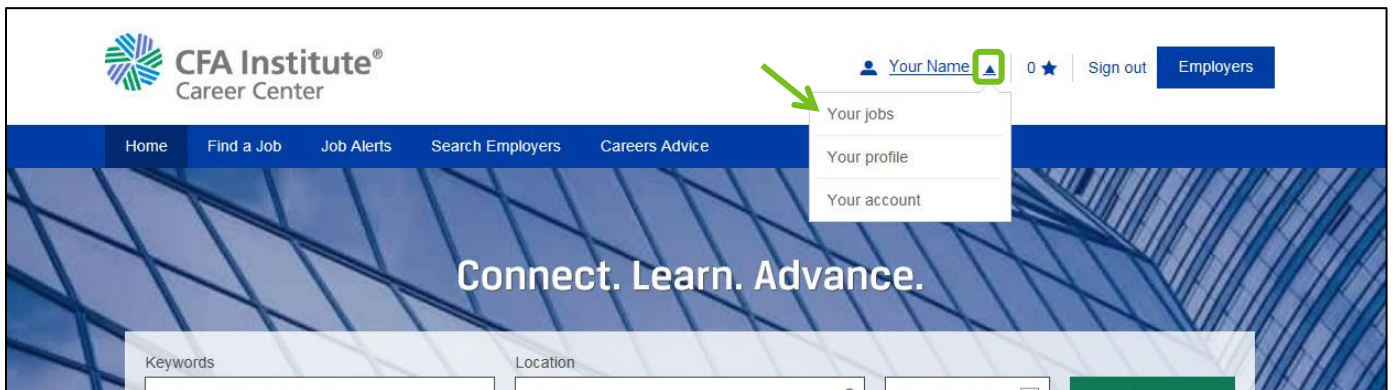
or manage your alerts

Your new job alert

Job Function: Academics

[Preview](#) | [Edit](#) | [Delete](#)

4. Job alerts are managed in the **Your jobs** section of your account. Click the dropdown arrow next to your name then select the **Your jobs** dropdown option to access.



5. Click **Job alerts**. Here you can **Preview**, **Edit**, **Delete**, or **Create a job alert**.

