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.

Sign in or Create an account   Job Seekers

CFA Institute®
Career Center

| Home | Your Jobs | Resume Search |

We'll help you attract the very best talent.

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

Create an account and post a job today

Your details

Title   First name •   Last name •

Email address •   Confirm email address •

Password •   Confirm password •

Company information

Company name •

Employer type •
Please select...

Address line 1 •

Address line 2

Address line 3

City •   State •

Sign in if you already have an account.

Account benefits

- Post job advertisements
- Track and manage applications
- Find and download resumes
- Access your purchased resumes from any device

HINT: If you are creating a new account with the same name as an existing account, you will be prompted that the "Employer Company Name" already exists. Make your company name unique and/or contact the Career Center for assistance.

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**:

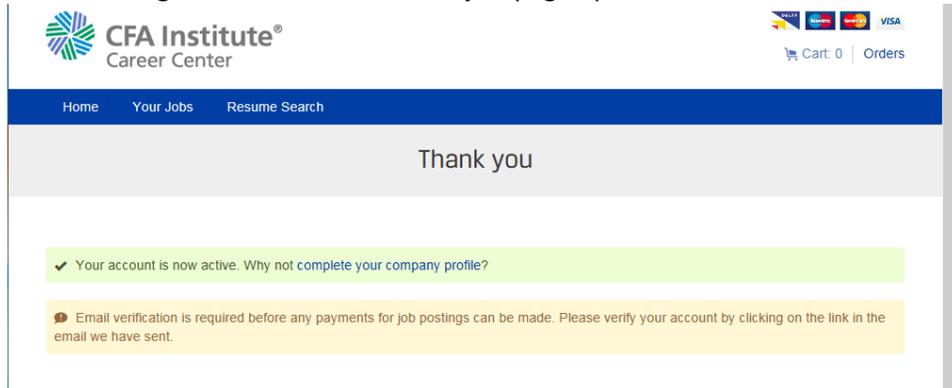☑ I'd like to receive emails from CFA Institute Career Center.

☐ 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:

CFA Institute®
Career Center

🛒 Cart: 0 | Orders

Home   Your Jobs   Resume Search

Thank you

✔ Your account is now active. Why not complete your company profile?

💬 Email verification is required before any payments for job postings can be made. Please verify your account by clicking on the link in the email we have sent.

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.
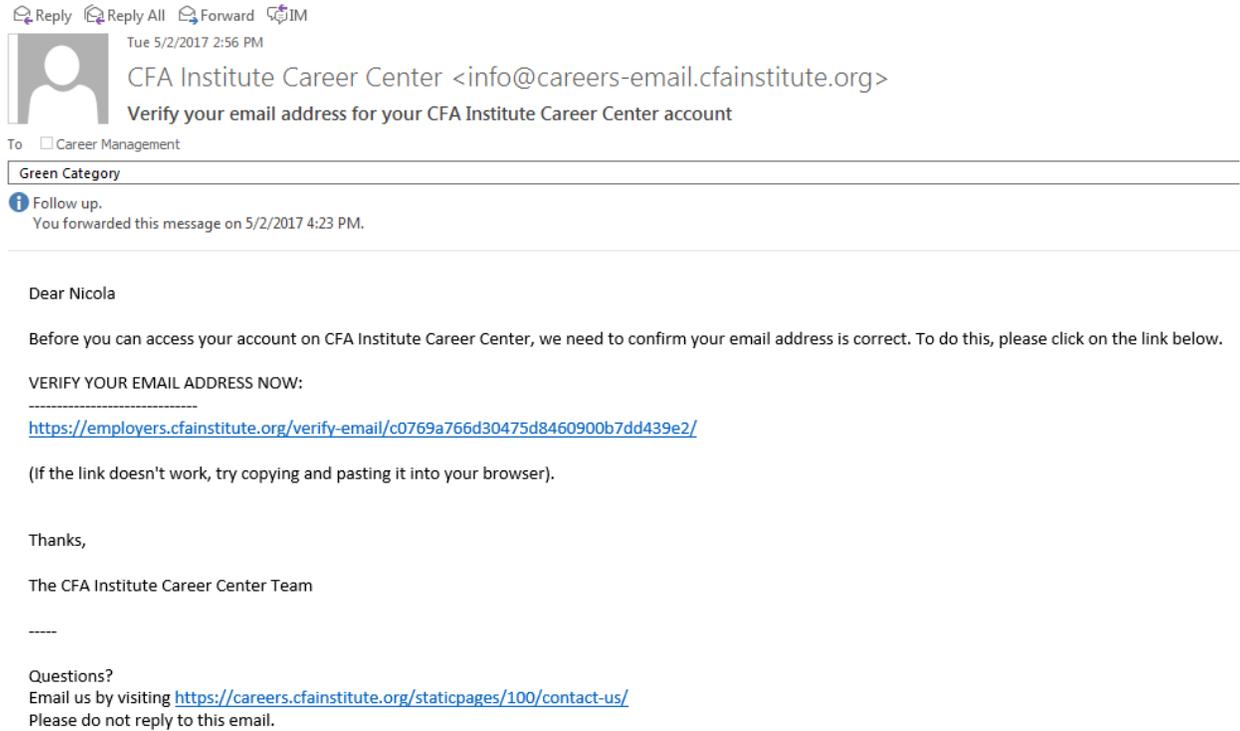
When you click on the link, you will be taken back to the **Career Center** and should see a message that your email address has been successfully verified:
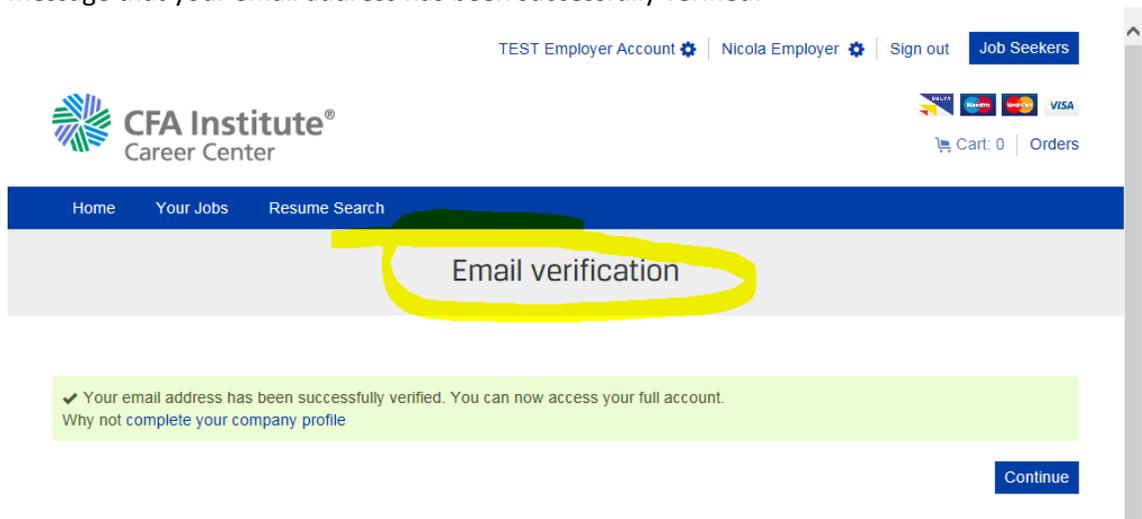
You should now be able to access your account and post jobs!

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.

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

CFA Institute®
Career Center

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
Launch your no-frills campaign for straightforward hires.	Highlight your ad to ensure it gets noticed.	Feature your listing for greater visibility.	Expand your reach and maximize application numbers.
Online listing with your logo	Online listing with your logo + Ad highlighted in search results + Access to candidates via email + Access to resume database	Online listing with your logo + Ad highlighted in search results + Access to candidates via email + Access to resume database + Ad featured on homepage	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 Select	$545 / £435 / €510 30 days Select	$745 / £595 / €695 30 days Select	$1295 / £1035 / €1210 30 days Select
$645 / £515 / €605 60 days Select	$845 / £675 / €790 60 days Select	$1195 / £955 / €1115 60 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:

(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):

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:

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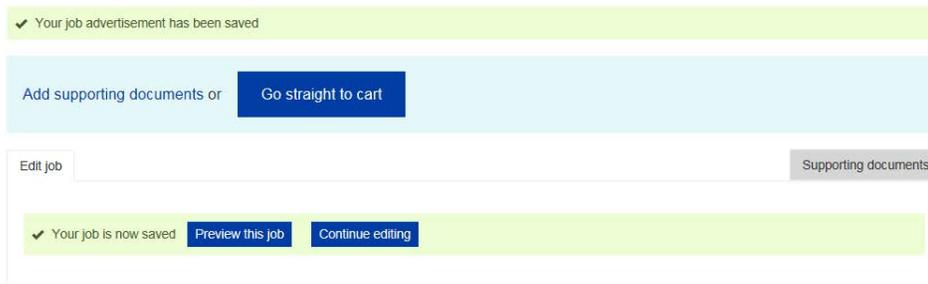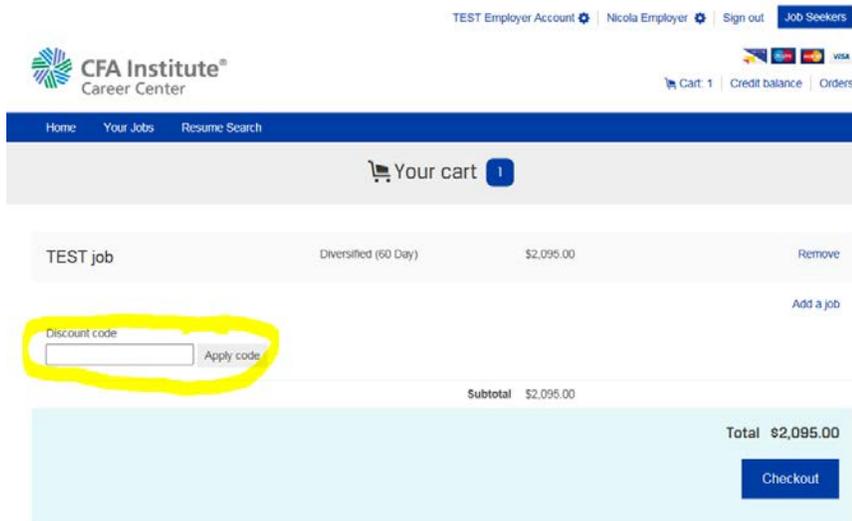

Note the options to do any of the following:
- Add supporting documents
- Go straight to the cart to pay
- Preview your job ad
- Continue editing your job ad

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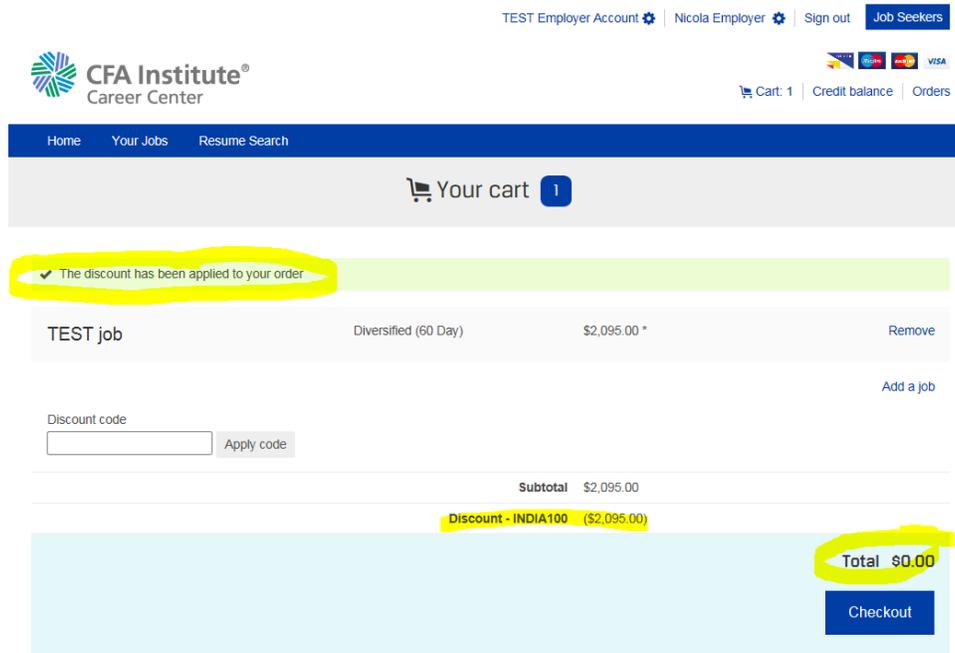   a. Type, or paste, in the code in the blank field

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

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. Additional information on discount code usage:
   i.   [Society: enter details for your specific codes here]
   ii. Note that more than one discount may be used—for instance a specific society discount code, as well as the discount code available to all current CFA Institute members.
d. 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 contact the relevant regional team:

- Americas: +1 (978) 609 4215

- Europe, Middle East & Africa: +44 (0)1243 772041

- Asia Pacific: +61 3 92743162