

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**.

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

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.

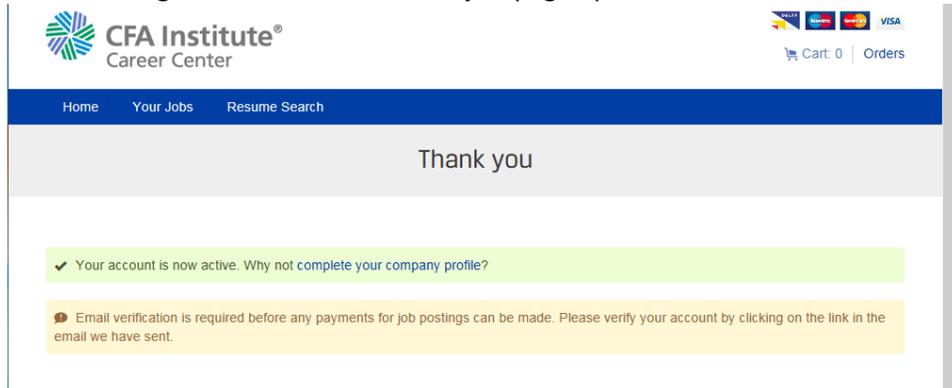
I'd like to receive emails from third parties.

I would prefer to receive text only emails.

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

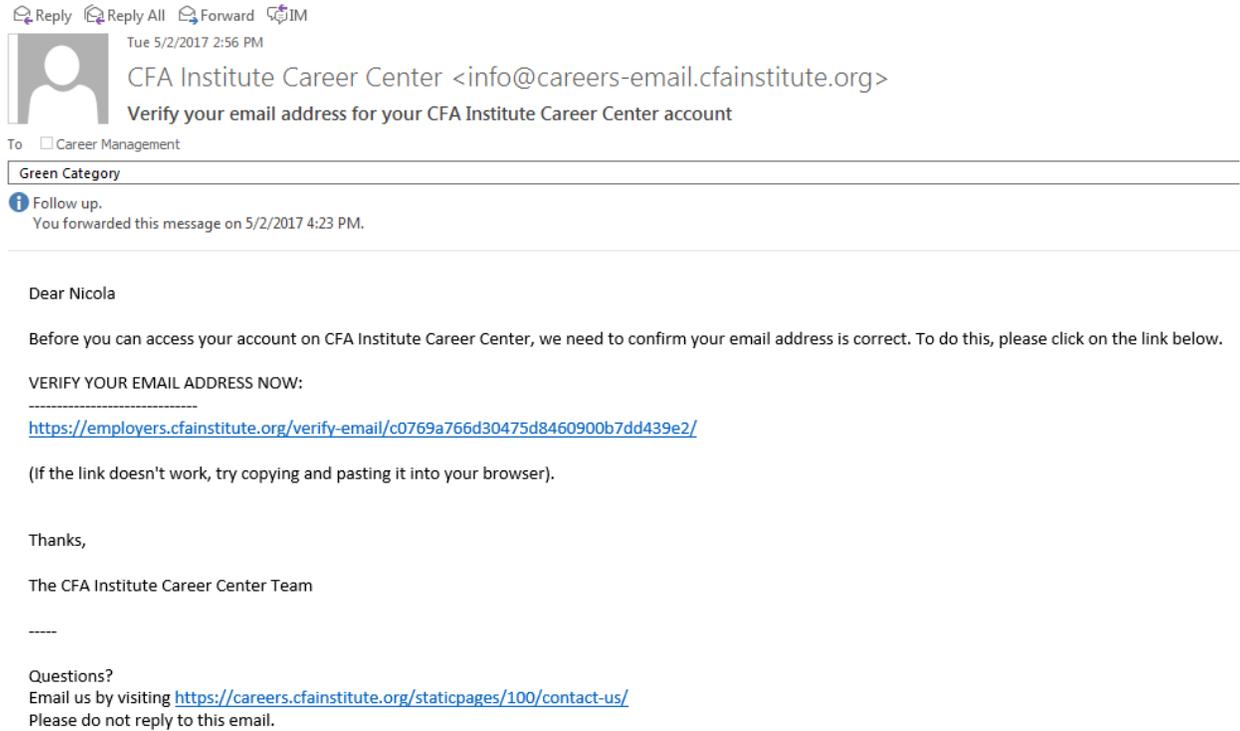
Create an account

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

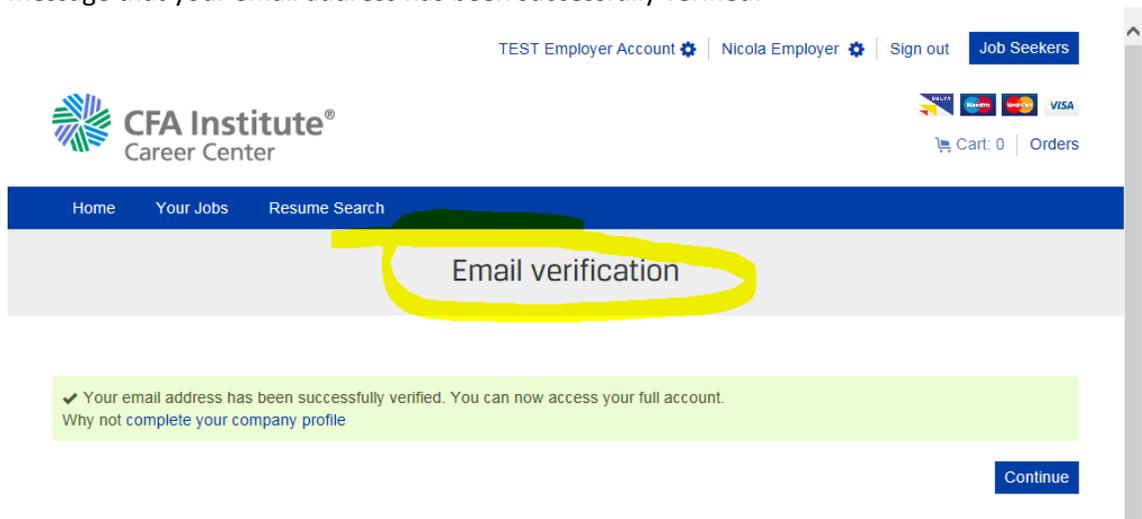


Note the two messages—one suggesting you complete your company profile (with a link to do so) and another alerting you to the email verification required via a link in an email automatically sent by the system.

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).


[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:

TEST Employer Account | Nicola Employer | Sign out | Job Seekers

 
Cart: 0 | Credit balance | Orders

Home | Your Jobs | Resume Search

Create a job ad for TEST Employer Account

Selected product: **Diversified (60 Day)** | [View all products](#)

Job title • 100 characters left
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.
Add a location...

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:

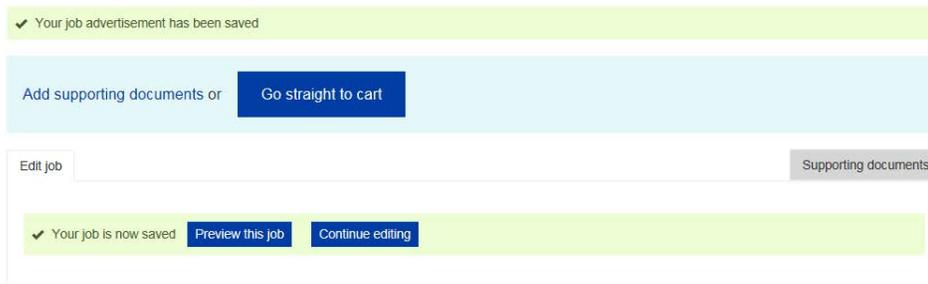
- a. Fields with a red dot to the right of the field name are mandatory.
- b. Note the explanations for, and distinction between, the **Location** and **Location description** fields (both mandatory):

The screenshot shows two form sections. The first section is titled "Location" with a red dot to its right. Below the title, it says "This will **not** be shown in your job advertisement. Select up to 2 locations for your job." A yellow bar indicates "Maximum of 2 locations selected." Underneath, a "Selected" section shows two location tags: "Mumbai, Konkan (IN) x" and "New Delhi, Delhi (IN) x". The second section is titled "Location description" with a red dot to its right. It says "This will be shown in your job advertisement" and "100 characters left". A text input field contains "Mumbai, Konkan (IN)".

- 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 two form sections. The first section is titled "Applications" with a red dot to its right. It contains 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 labeled "Send the applications to" containing "CareerManagement@cfainstitute.org". The second section is titled "Alternate employer name" with a red dot to its right and "100 characters left". It has an empty text input field. At the bottom right of the form, a blue button labeled "Save and continue" is circled in yellow.

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

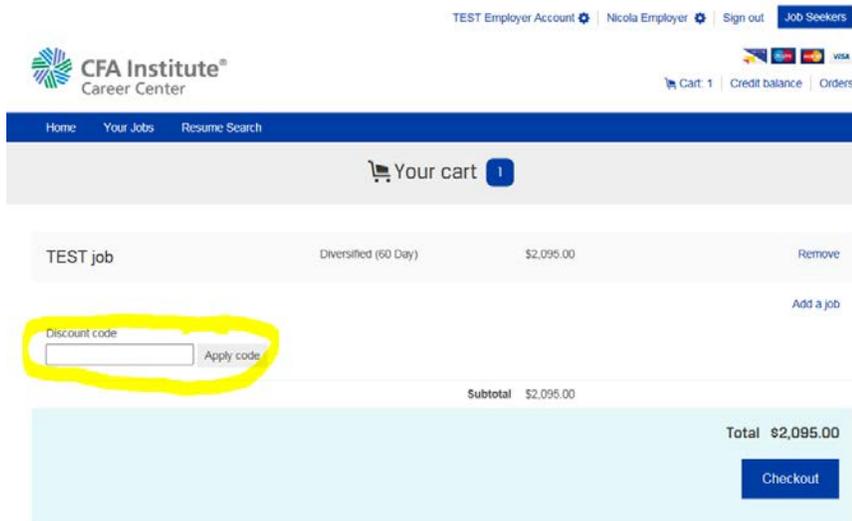


Note the options to do any of the following:

- 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:

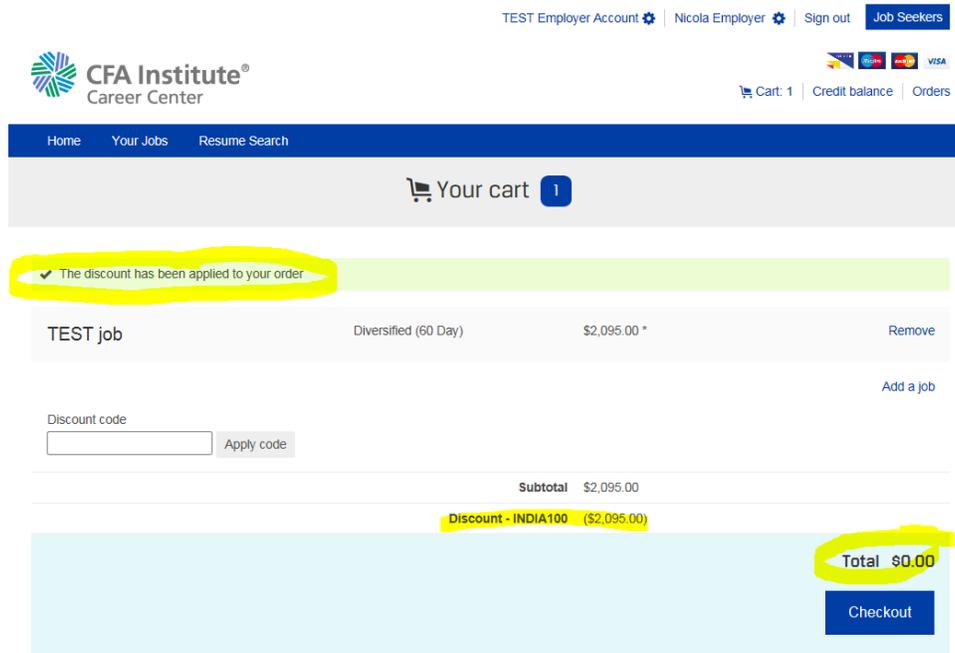
- a. Type, or paste, in the code in the blank field



- 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