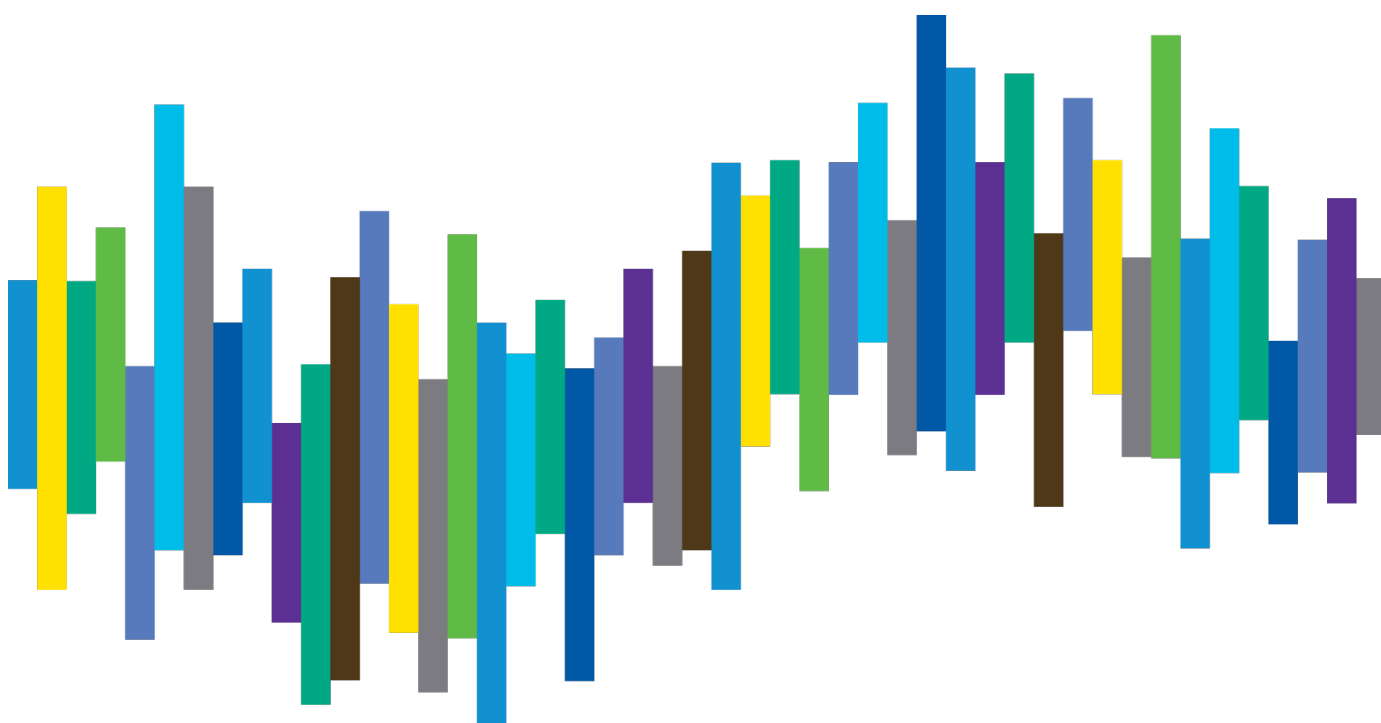


CAREER CENTER EMPLOYER USER MANUAL



CFA Institute

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:

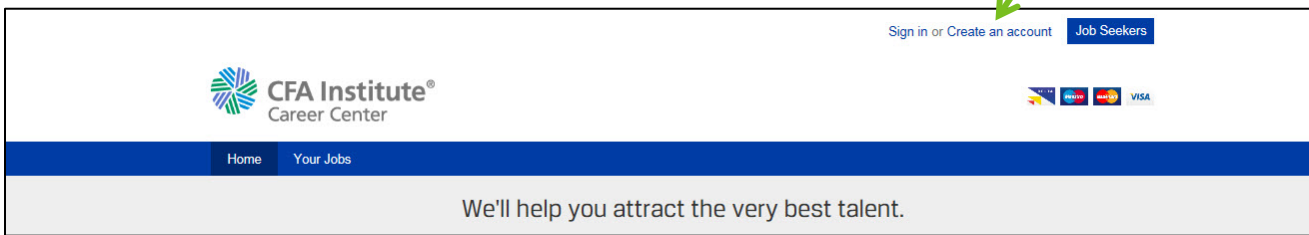
Americas: +1 (978) 609 4215

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.

Your details

Title First name Last name

Email address Confirm email address

Password Confirm password

Company information

Please note: address and contact details provided here will be publicly visible to job candidates via your Employer Profile

Company name

Employer type

Address line 1

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

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

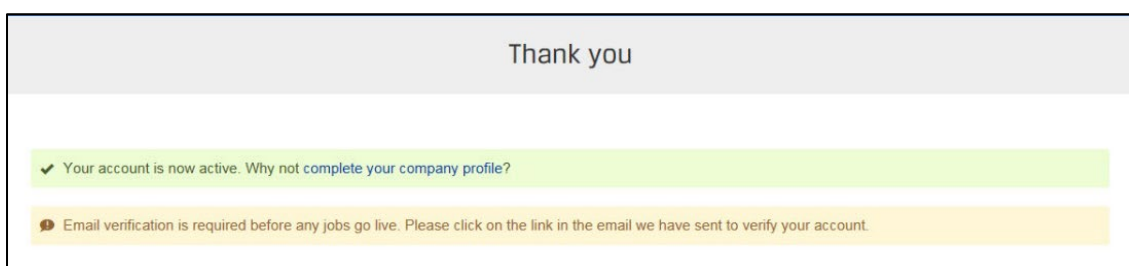
All emails will contain a link in the footer to enable you to unsubscribe at any time

I agree to the Terms and conditions and Privacy policy.

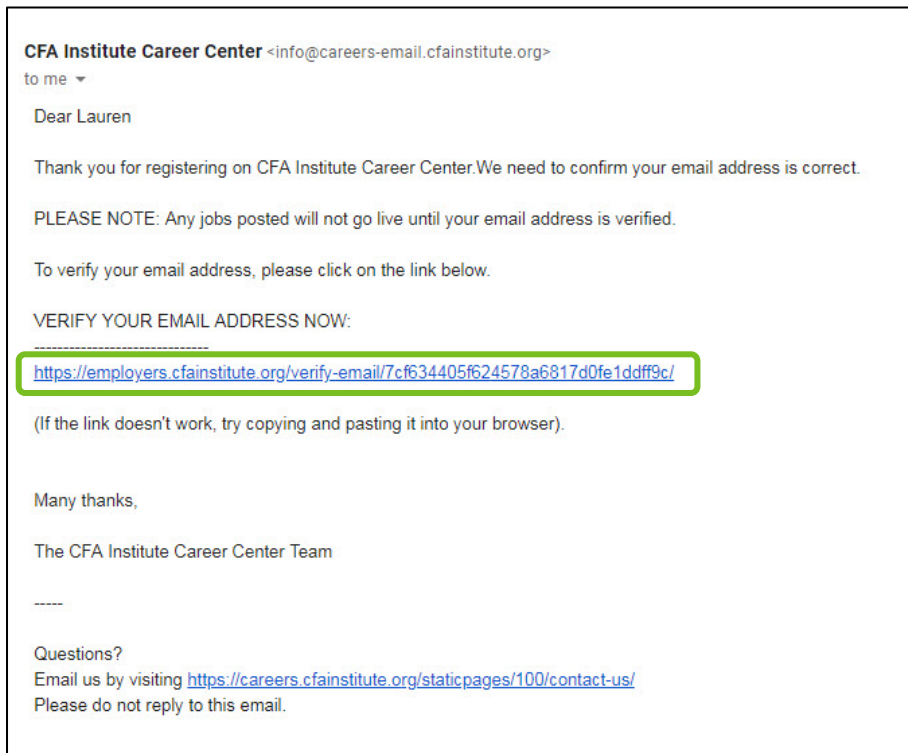
Create an account

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>.*)

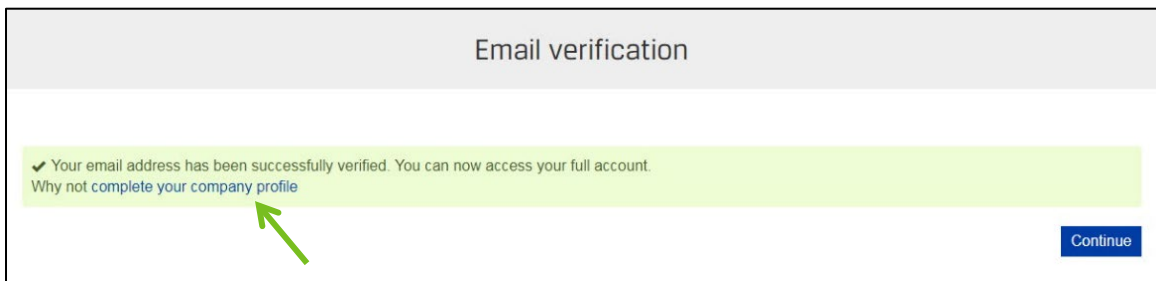
A.



B.

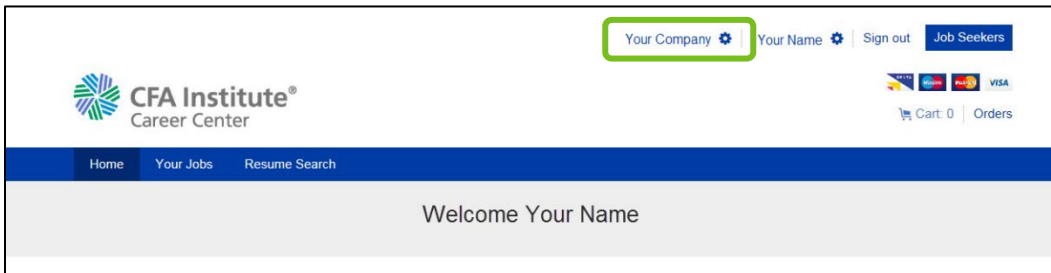


6. A browser will open to confirm your email has been verified. You will have the option to **complete your company profile** by clicking the link. (*Note: You can stop here and complete the profile later if desired.*)

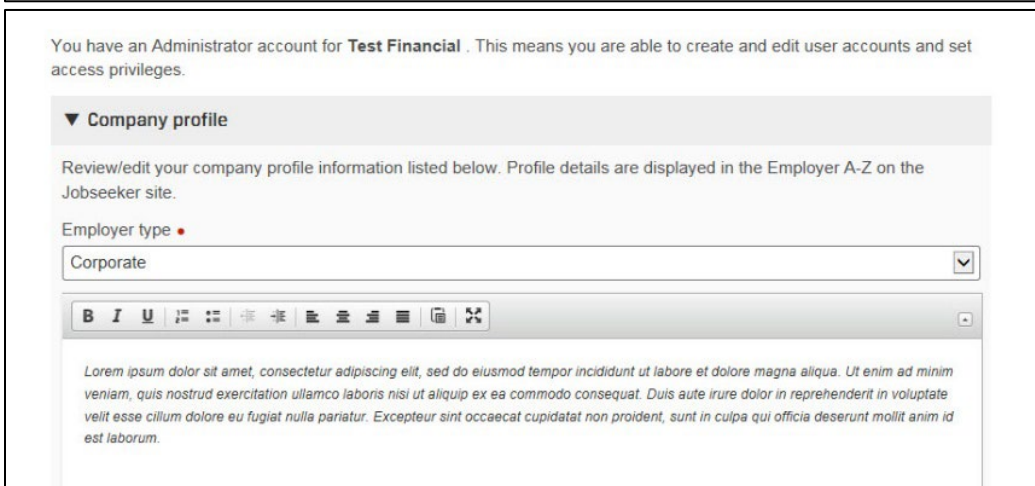


Create a Company Profile

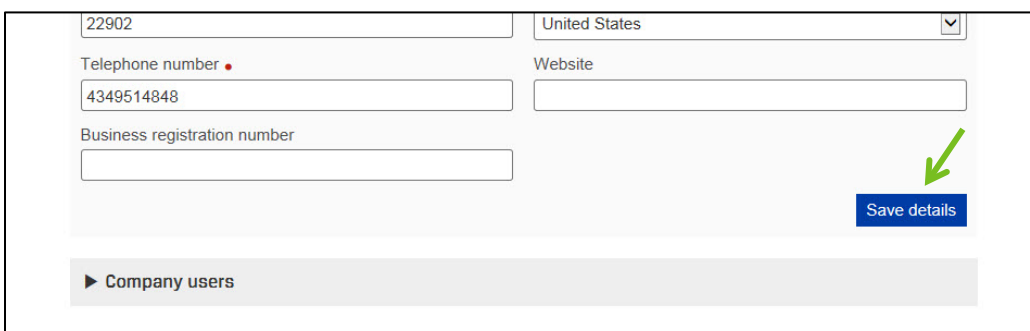
1. If you are not creating your company profile immediately after you've created the account, navigate to the [Career Center Home](#) page to begin and sign in into you company account. Click your company name in the upper right corner to access your company profile.



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

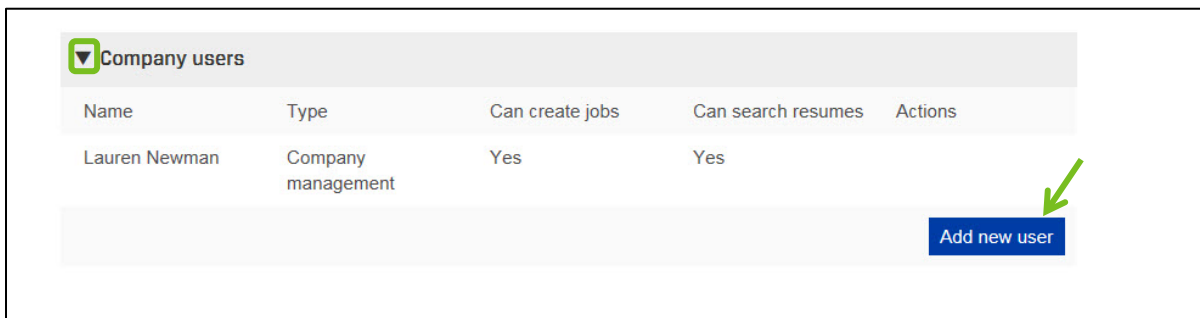


3. Click the **Save details** button when done.



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





A screenshot of a "Add a new user" form. The form includes fields for Title (a dropdown menu with "-" selected), First name (Jane), Last name (Doe), Email address (jane.doe@testfinancial.com), New user password (masked with dots), and Confirm new user password (masked with dots). Below these fields are four checkboxes for access options: "Basic access" (checked), "Job posting", "Resume searching", and "Company management". The "Basic access" checkbox is highlighted with a green rounded rectangle. A blue "Save" button is located at the bottom right of the form, also highlighted with a green arrow.

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.

Standard	Balanced	Distributed	Diversified
			
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
\$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


If you are a firm that employs CFA charterholders, please [contact us](#) for a discount code towards any package purchase.

Features

- 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)

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



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

Employer: [Northern Trust Asset Management](#)

Location: [Bangalore City, Bangalore \(IN\)](#)

Salary: [Competitive](#)

Posted: [Feb 06, 2019](#)

Closes: [Mar 08, 2019](#)

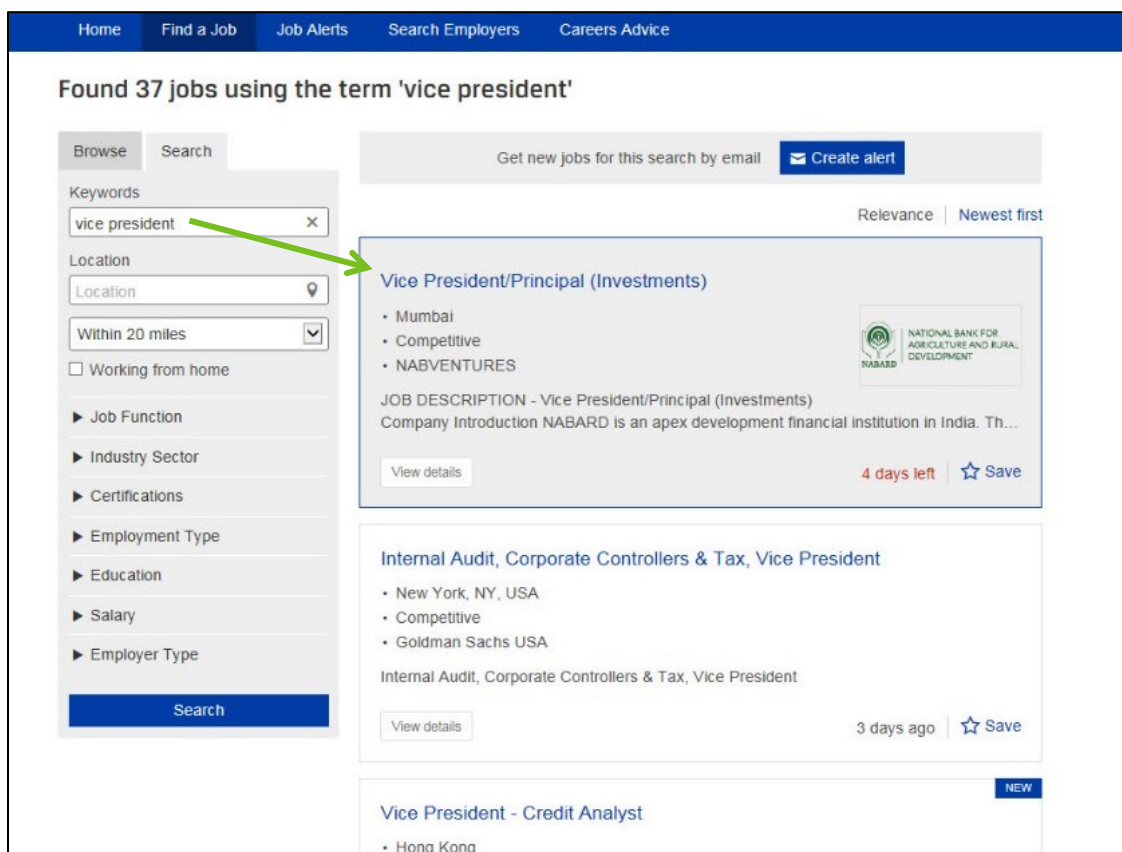
Job Function: [Equities Research: Buy Side](#)

Industry Sector: [Asset Management](#)

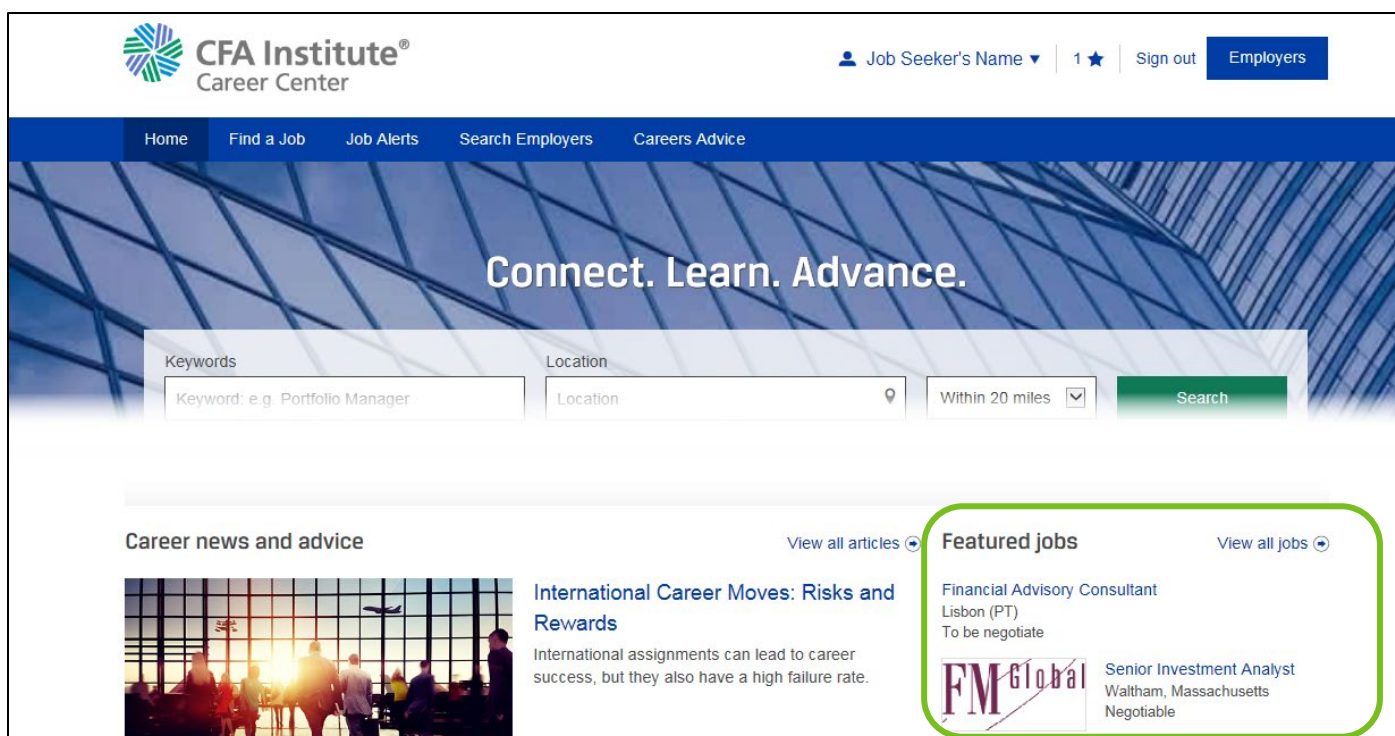
Certifications: [CFA Charterholder, Passed CFA Level I, Passed CFA Level II, Passed CFA Level III \(Charter Pending\)](#)

Employment Type: [Full Time](#)

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.

Home Find a Job Job Alerts Search Employers Careers Advice

Portfolio Management: Equities jobs

Browse Search

Get new jobs for this search by email [Create alert](#)

Keywords
Keyword: e.g. Portfolio Manage

Search

Found 42 jobs

TOP JOB

State Street - Portfolio Strategy Analyst - SSGA,

- Bangalore City, Bangalore (IN), Mumbai
- upto 20 LPA, Open for discussion
- State Street Services India Pvt Ltd

Job Description: The Portfolio Strategy Analyst is part of a team of investment professionals who have attained deep expertise in one or more asse...

[View details](#) 52 days ago [Save](#)

NEW

Director, Brokers and Exchanges Equity Analyst - Research

- Hong Kong
- Competitive
- HSBC

Director, Brokers and Exchanges Equity Analyst - Research


Post a Job

- 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.](#)
[Click here for postings in the United Kingdom.](#)







Asia Pacific

[Click here for postings in India.](#)

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

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>																																																																																																
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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.)*)

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.

Add a location...

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

Industry Sector •

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

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

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

A screenshot of a form with a text input field labeled "Alternate employer name" and a character count "100 characters left". Below the field is a blue button labeled "Save and continue". A green arrow points to the button.

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 screenshot of a job posting completion screen. At the top, a green bar 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" selected. Other tabs are "Supporting documents", "Screening questions", and "Upgrades". A green box highlights the "Supporting documents" and "Screening questions" tabs. At the bottom, a green bar contains "Your job is now saved", a blue button "Preview this job", and a blue button "Continue editing". A green arrow points to the "Preview this job" button.

A.

A screenshot of the "Supporting documents" tab. At the top, a light blue bar contains the text "Add supporting documents and screening questions or" and a blue button "Go straight to cart". Below it is a tabbed interface with "Edit job" selected. Other tabs are "Supporting documents", "Screening questions", and "Upgrades". A green box highlights the "Supporting documents" tab. The main content area has a heading "This section is optional." and a sub-heading "Supporting documents will appear as download links in the job advertisement." There are two file upload sections: "Application form" and "Additional support document". Each section has a "Choose a file" button and a note "(.doc, .pdf, .docx, .txt, .rtf with a file size of less than 1MB)".

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.

The screenshot shows the 'Screening questions' tab selected in a navigation bar. The main content area contains instructions: '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.' Below the text are three identical question entry forms. Each form has a 'Question' text input field and an 'Expected answer' dropdown menu with 'Please select...' as the current selection.

C.

The screenshot displays a job listing titled 'Test Position'. On the left, a table lists job details: 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), and Education (Doctorate). To the right of the table is a paragraph of placeholder text: '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.' Below the text is a section 'More searches like this' with a link: 'Academics Accounting/Audit Firm CIPM Certificant Full Time jobs in Doctorate'.

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.

The screenshot shows a shopping cart with one item: 'YOUR JOB' (Diversified (30 Day)) priced at \$1,295.00. Below the item list is a 'Discount code' input field and an 'Apply code' button, both highlighted with a green box. At the bottom right, the 'Subtotal' is \$1,295.00 and the 'Total' is \$1,295.00. A green arrow points to a blue 'Checkout' button.

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.

Alternate employer name 87 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 advertisement 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 advertisement will be listed on both their and your employer A-Z pages, which gives it more exposure.


Phone: Americas [+1 978 609 4215](#); Europe, Middle East, and Africa [+44 1243 772041](#); Asia Pacific [+61 3 92743 162](#) (working hours)

Email: careercenters@wiley.com

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](#)

A. Example of confidential post below.



[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

 Yes
 No

Question

 ▾

Question

 ▾

Question

 ▾

Question

 ▾

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

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

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

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[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

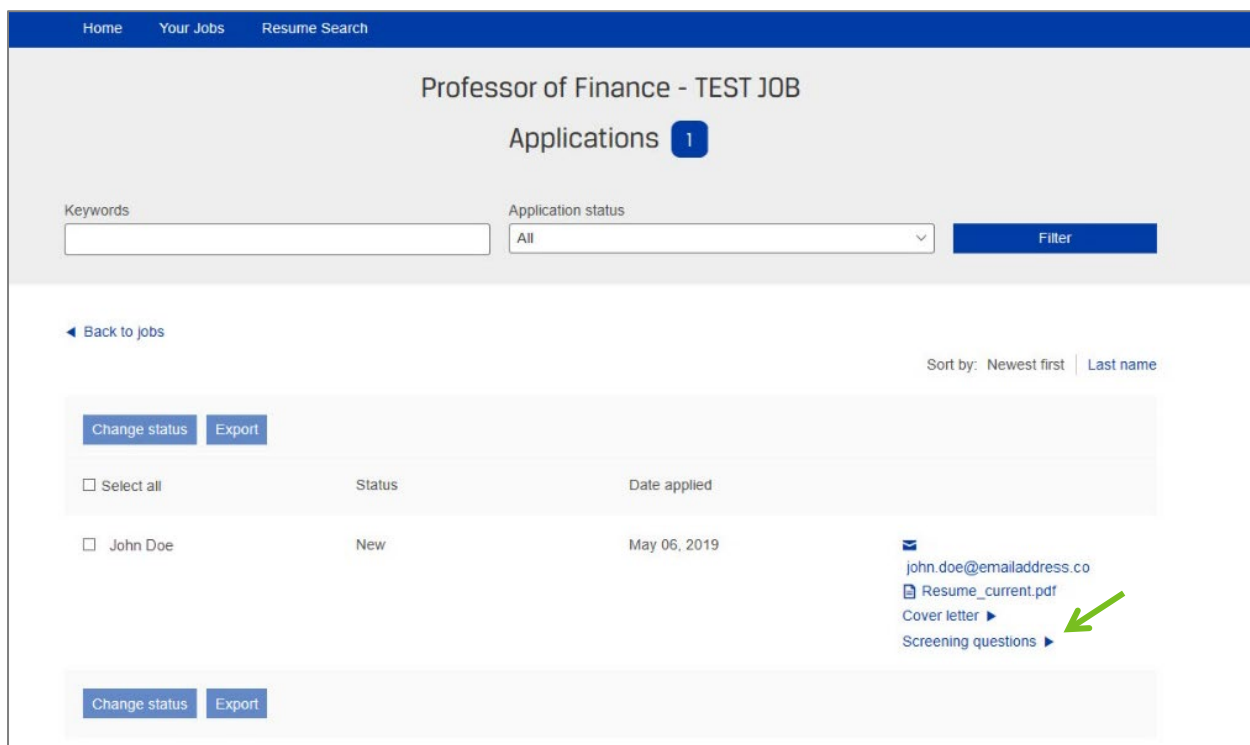
Email me jobs like this one when they become available

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](#).

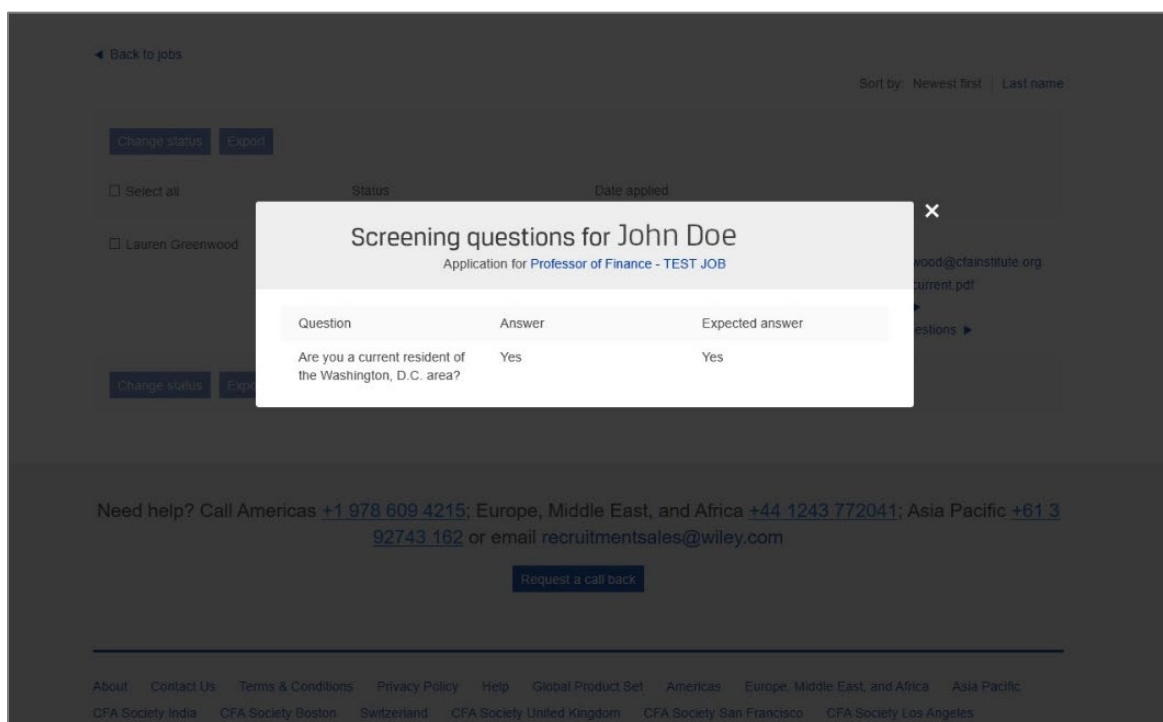
[Send application](#)

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.

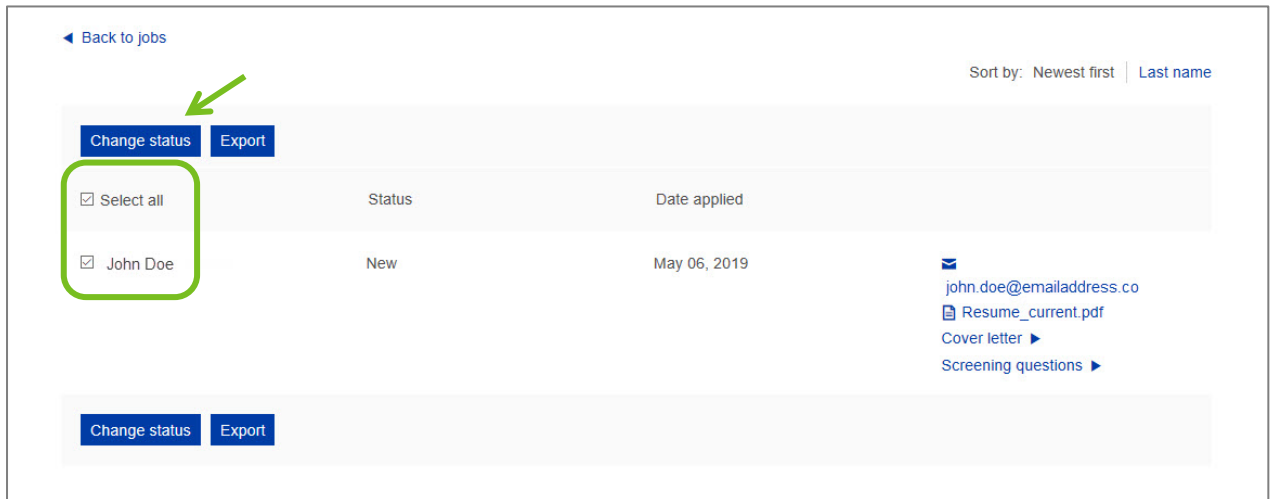


B.

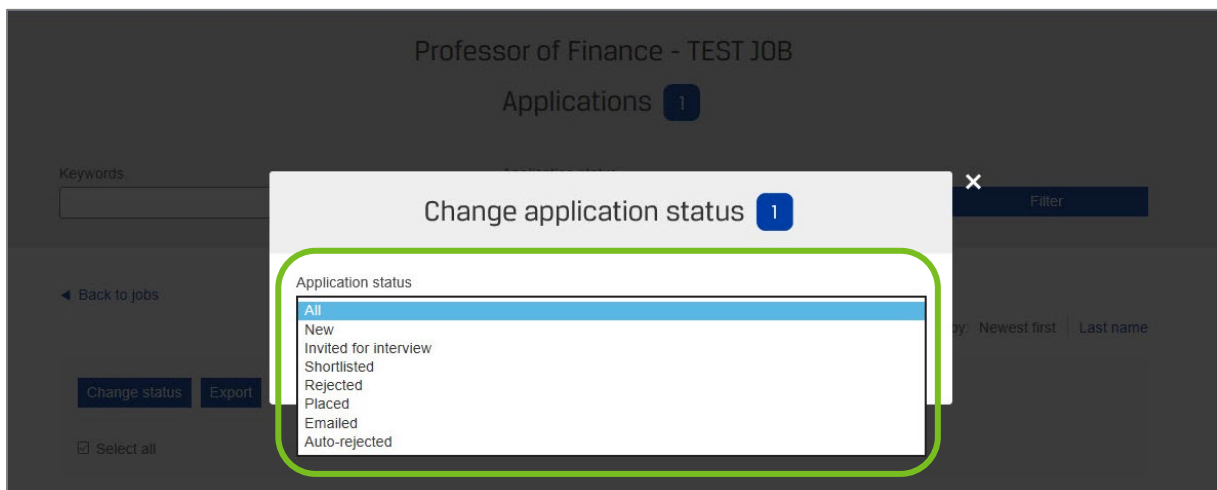


4. We suggest sorting applicants by their answers to screening questions. You can change the application status for bulk applications by ticking the box next to the applicants' name (A), then clicking the **Change status** button (B) to select the desired status for the group.

A.

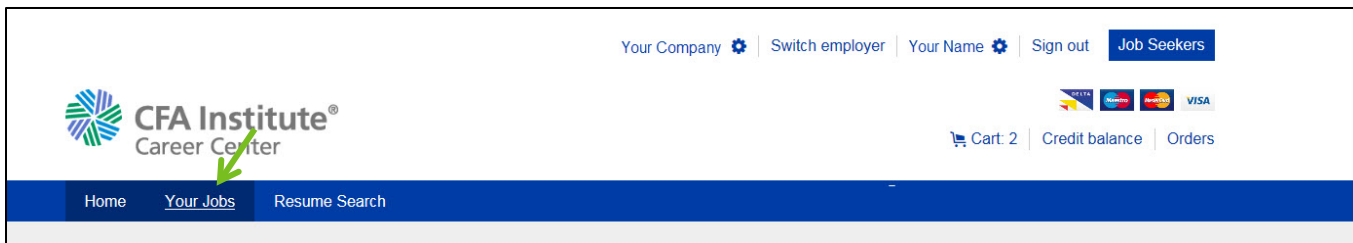


B.

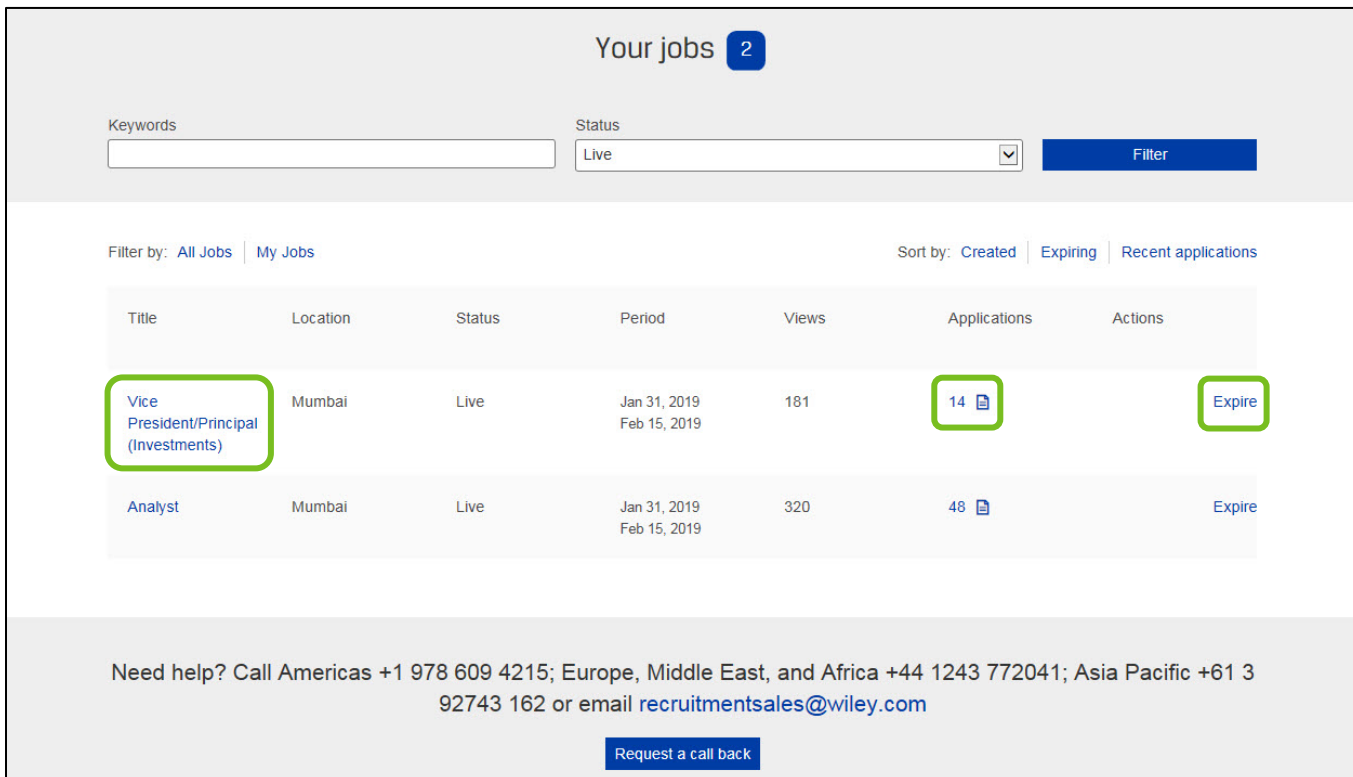


Manage Job Postings

1. Posted jobs are managed in the Your Jobs section of the Career Center. Click **Your Jobs** in the top navigation bar.



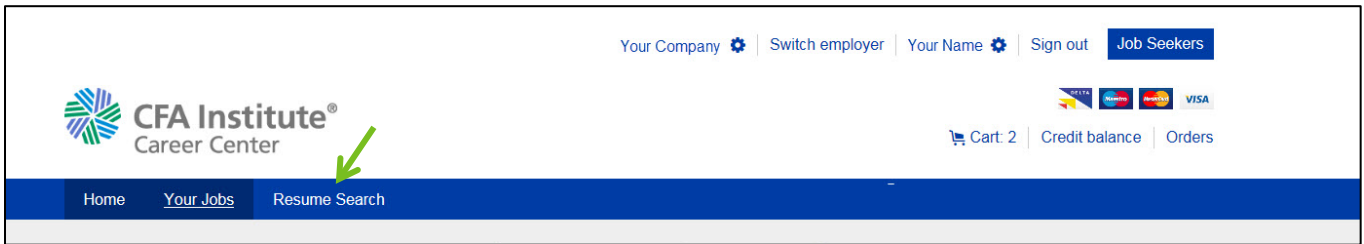
2. On the Your jobs page, you can view your posting by clicking the job title, view total applications by clicking the number under the Applications column, or expire your post by selecting the **Expire** link.



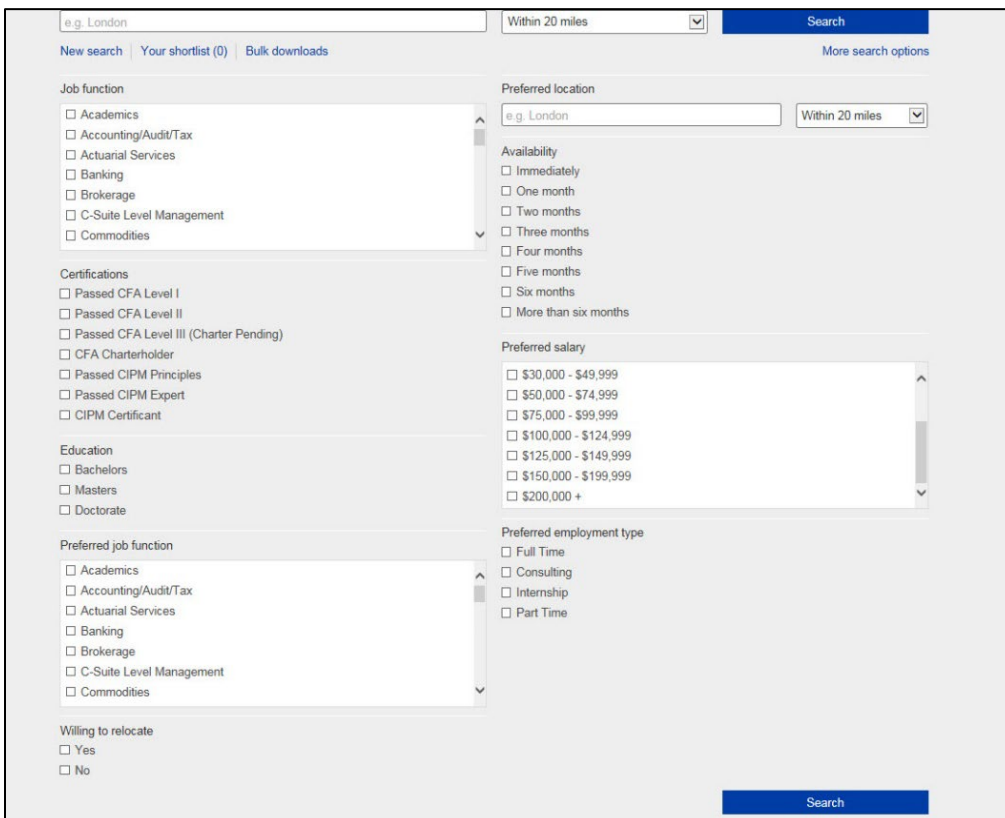
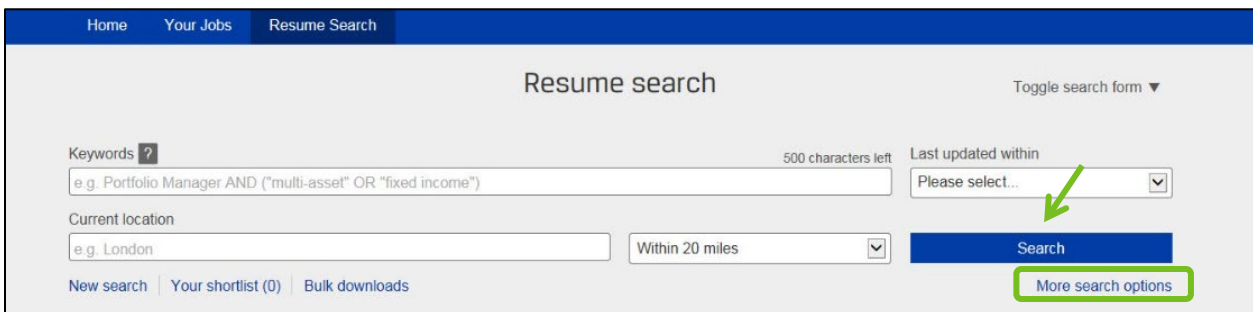
Search Resumes

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).

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 Last updated within

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

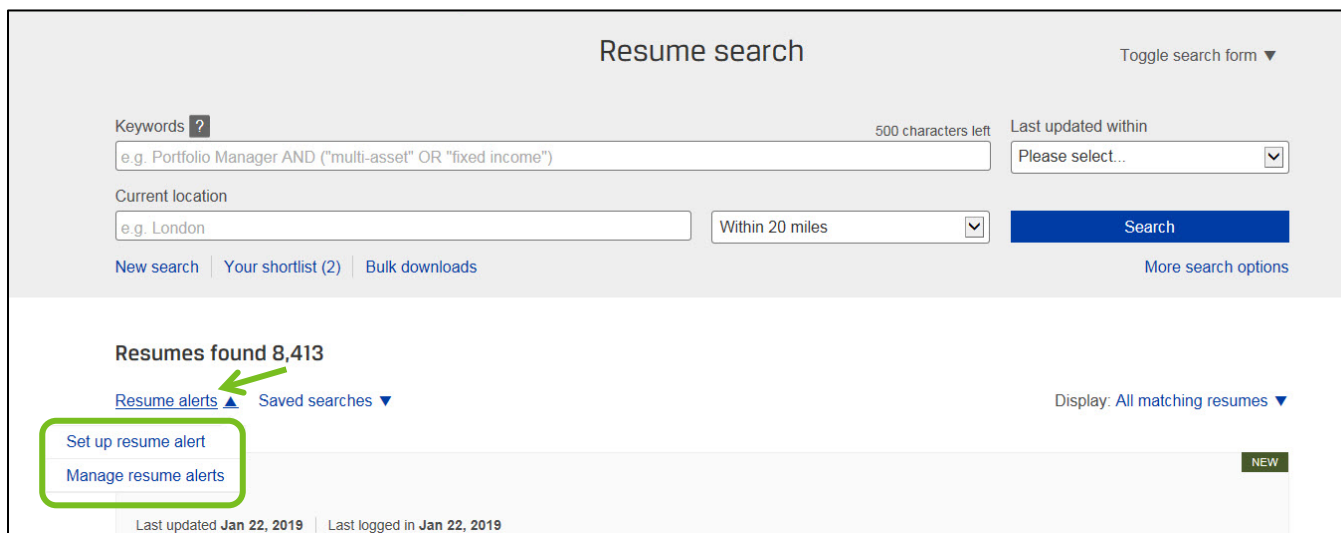
Current location

e.g. London Within 20 miles ▾ Search

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

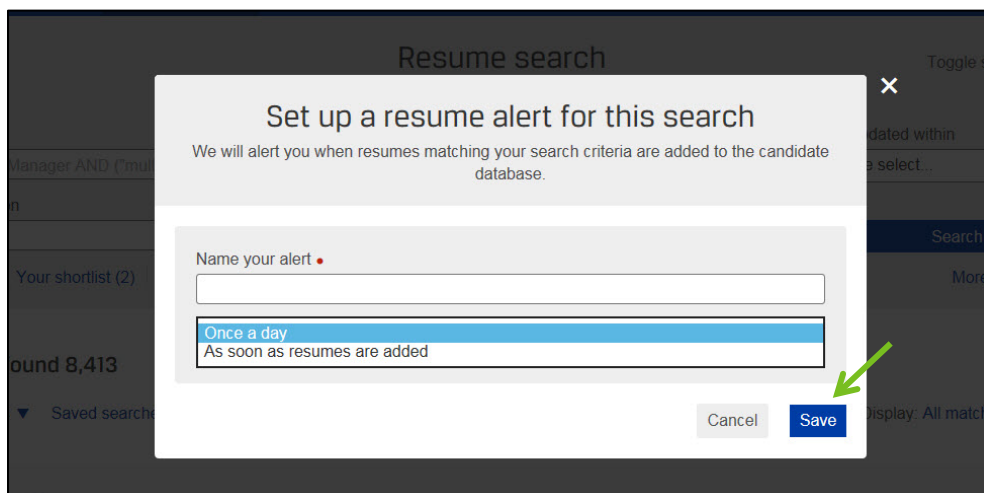
Create Resume Alerts

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 are search filters: 'Keywords' with a search box containing 'e.g. Portfolio Manager AND ("multi-asset" OR "fixed income")', 'Current location' with 'e.g. London', and a distance filter set to 'Within 20 miles'. A 'Search' button is visible. Below the filters, it says 'Resumes found 8,413'. There are two links: 'Resume alerts' (with an upward arrow) and 'Saved searches' (with a downward arrow). The 'Resume alerts' link is highlighted with a green box, and a green arrow points to it. Below this link are two sub-links: 'Set up resume alert' and 'Manage resume alerts', both also highlighted with a green box. A 'NEW' badge is visible on the right side of the alert options. At the bottom, it shows 'Last updated Jan 22, 2019' and 'Last logged in Jan 22, 2019'.

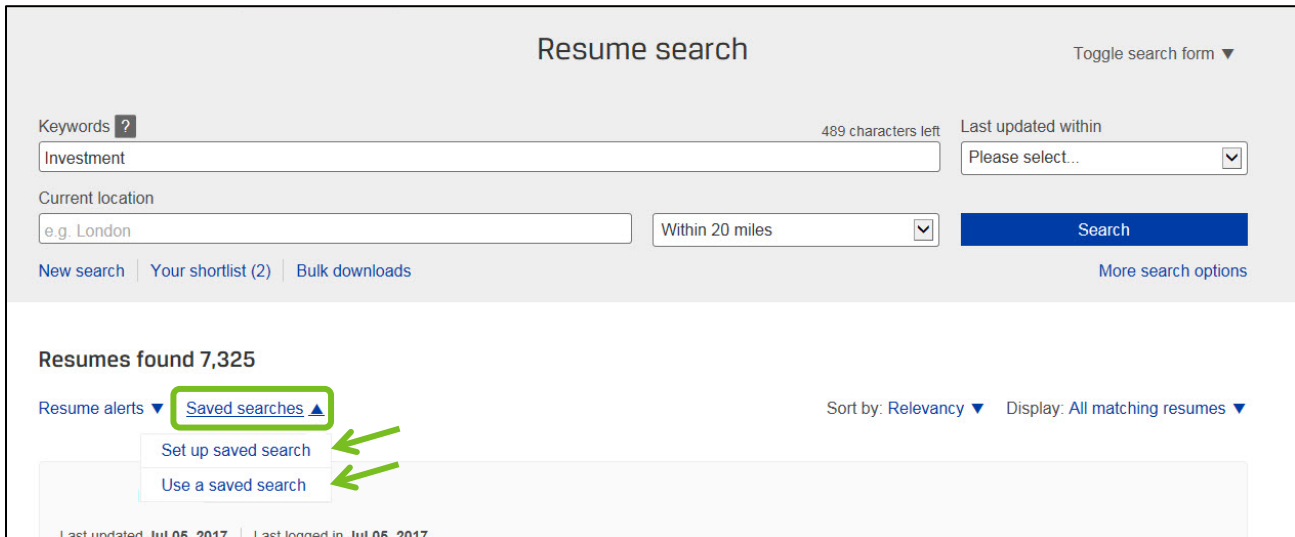
2. Name your alert and select how often you wish to be notified. Click **Save**. (*Note: Alert notifications will be sent via email.*)



The screenshot shows a modal dialog box titled 'Set up a resume alert for this search'. The text inside says 'We will alert you when resumes matching your search criteria are added to the candidate database.' There is a text input field for 'Name your alert'. Below it is a dropdown menu with two options: 'Once a day' (highlighted in blue) and 'As soon as resumes are added'. At the bottom right of the dialog, there are 'Cancel' and 'Save' buttons. A green arrow points to the 'Save' button.

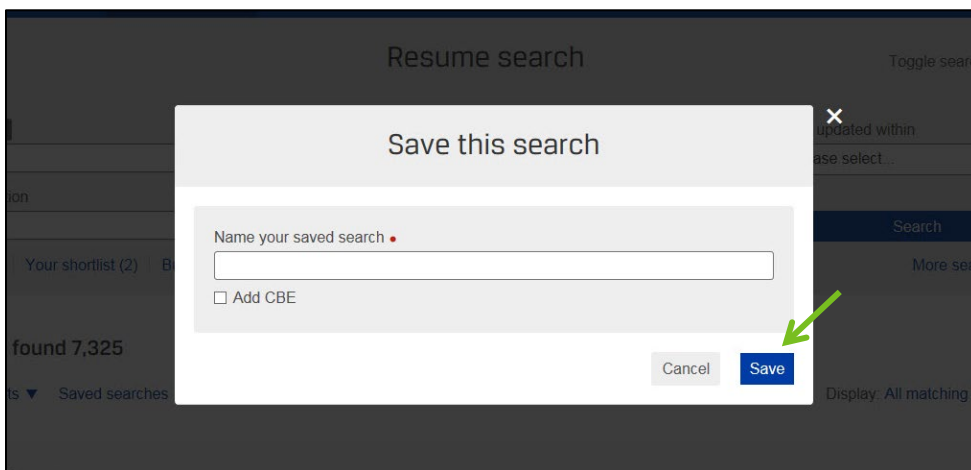
Create Saved Searches

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 is a search bar with the keyword 'Investment' and a character count of '489 characters left'. To the right, there is a dropdown menu for 'Last updated within' with the text 'Please select...'. Below the search bar, there is a 'Current location' field with 'e.g. London' and a distance dropdown set to 'Within 20 miles'. A blue 'Search' button is visible. Below the search bar, there are links for 'New search', 'Your shortlist (2)', and 'Bulk downloads', along with a link for 'More search options'. The main content area shows 'Resumes found 7,325'. On the left, there is a 'Resume alerts' dropdown menu with 'Saved searches' selected. A dropdown menu is open under 'Saved searches', showing 'Set up saved search' and 'Use a saved search'. Green arrows point to these two options. At the bottom, there are small text links for 'Last updated: Jul 05, 2017' and 'Last logged in: Jul 05, 2017'.

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 overlaid on the search page. The dialog box has a title bar with a close button (X). Inside, there is a text input field labeled 'Name your saved search' with a red dot indicating a required field. Below the input field is a checkbox labeled 'Add CBE'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Save'. A green arrow points to the 'Save' button.