



CAREER CENTER JOB SEEKER USER MANUAL



CFA Institute

CAREER CENTER JOB SEEKER USER MANUAL

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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. The page has a light gray background with the CFA Institute logo at the top left. The main heading is 'Log In'. Below it is a link for 'New to CFA Institute? Create an Account'. The login form consists of two input fields: 'Username' with a placeholder 'Enter email associated with CFA Institute account' and 'Password'. A green rounded rectangle highlights these two fields. Below the password field is a blue 'Log In' button, which is also pointed to by a green arrow. To the left of the button is a link that says 'Need help logging in?'. At the bottom of the page, there is a copyright notice: '© 2017 CFA Institute. All Rights Reserved.' and links for '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.

Create a profile

Upload your resume

Upload from your computer

Browse...

Or import from cloud storage

Dropbox

OneDrive

Google Drive

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

Who can view your profile?

Allow employers to see your profile and attached resume

☒ Yes ☐ No

Exclude an employer

Save

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

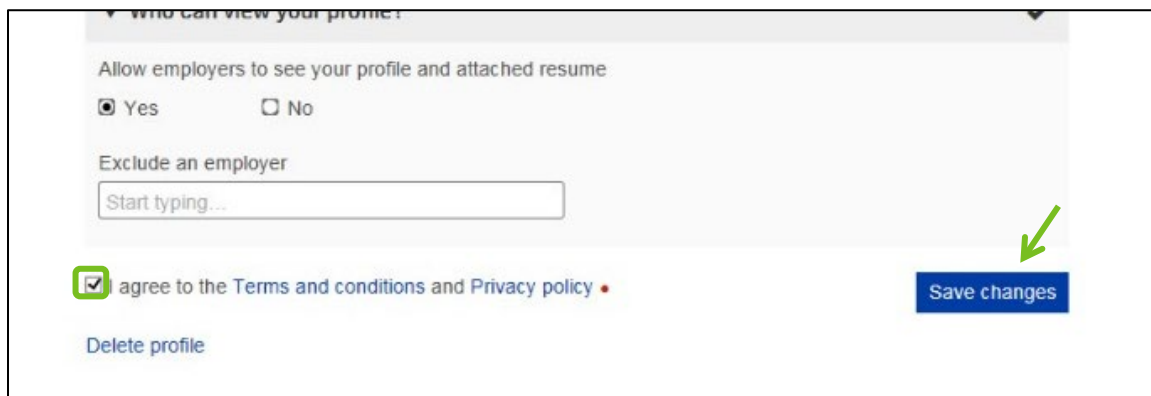
☐ C-Suite Level Management

☐ 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.

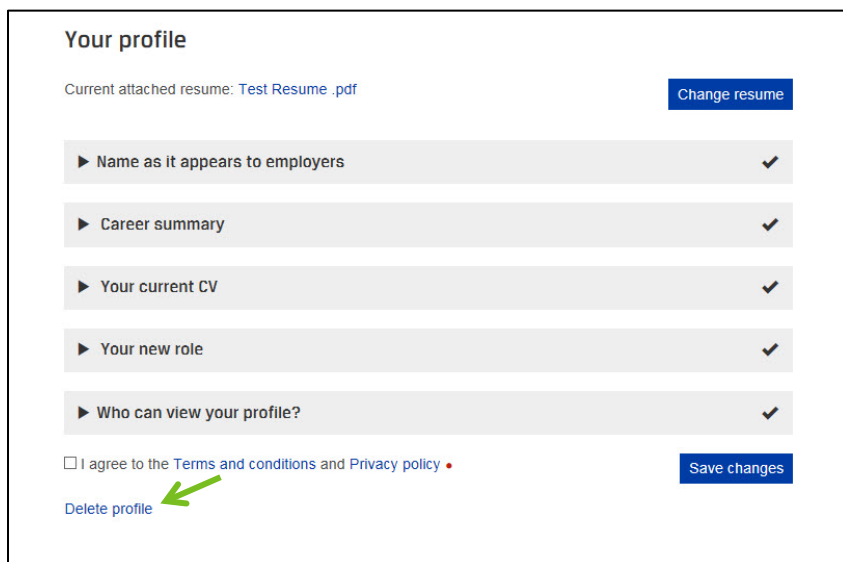


Delete Account

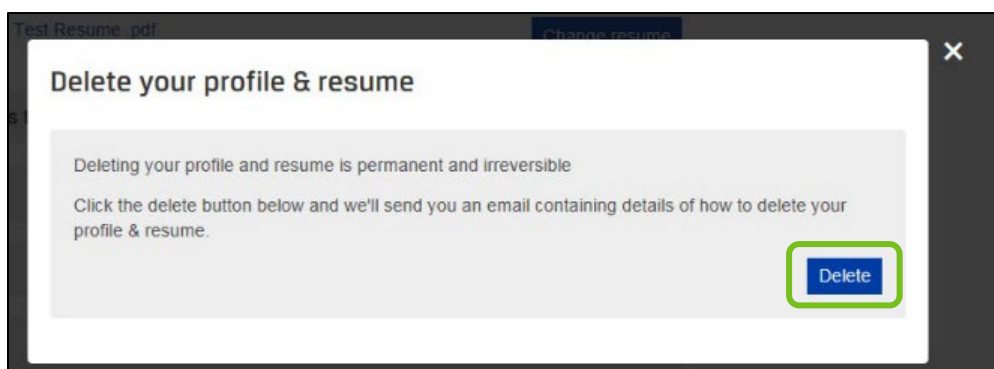
1. Click the dropdown arrow next to your name and select the **Your profile** dropdown option.



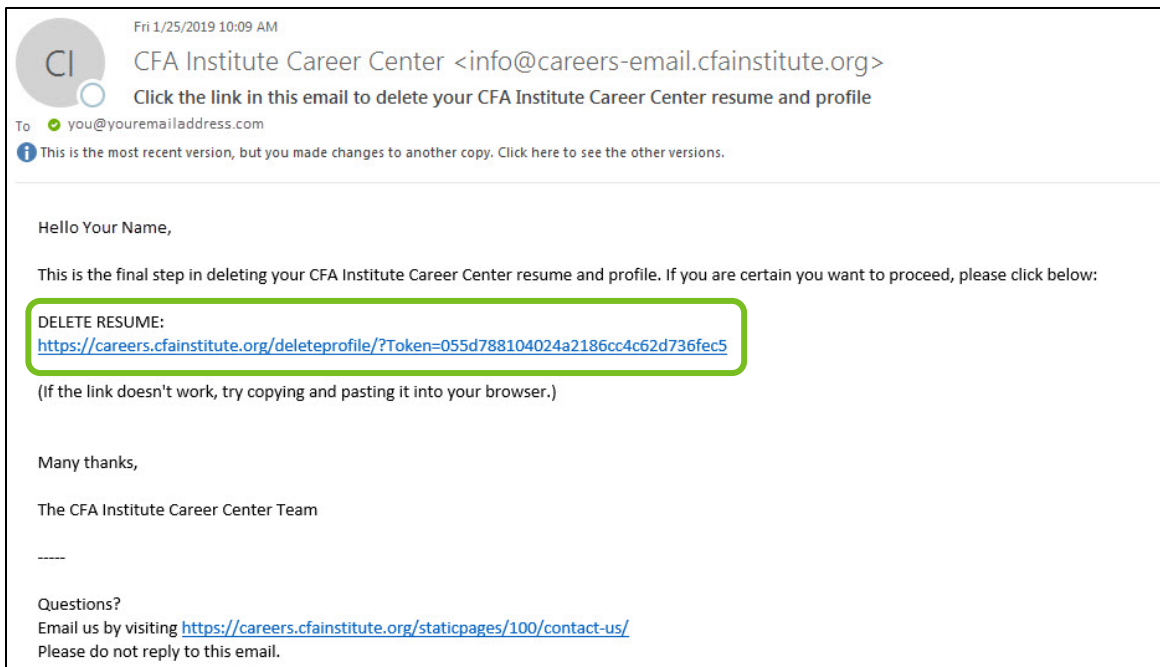
2. Select the **Delete profile** link.



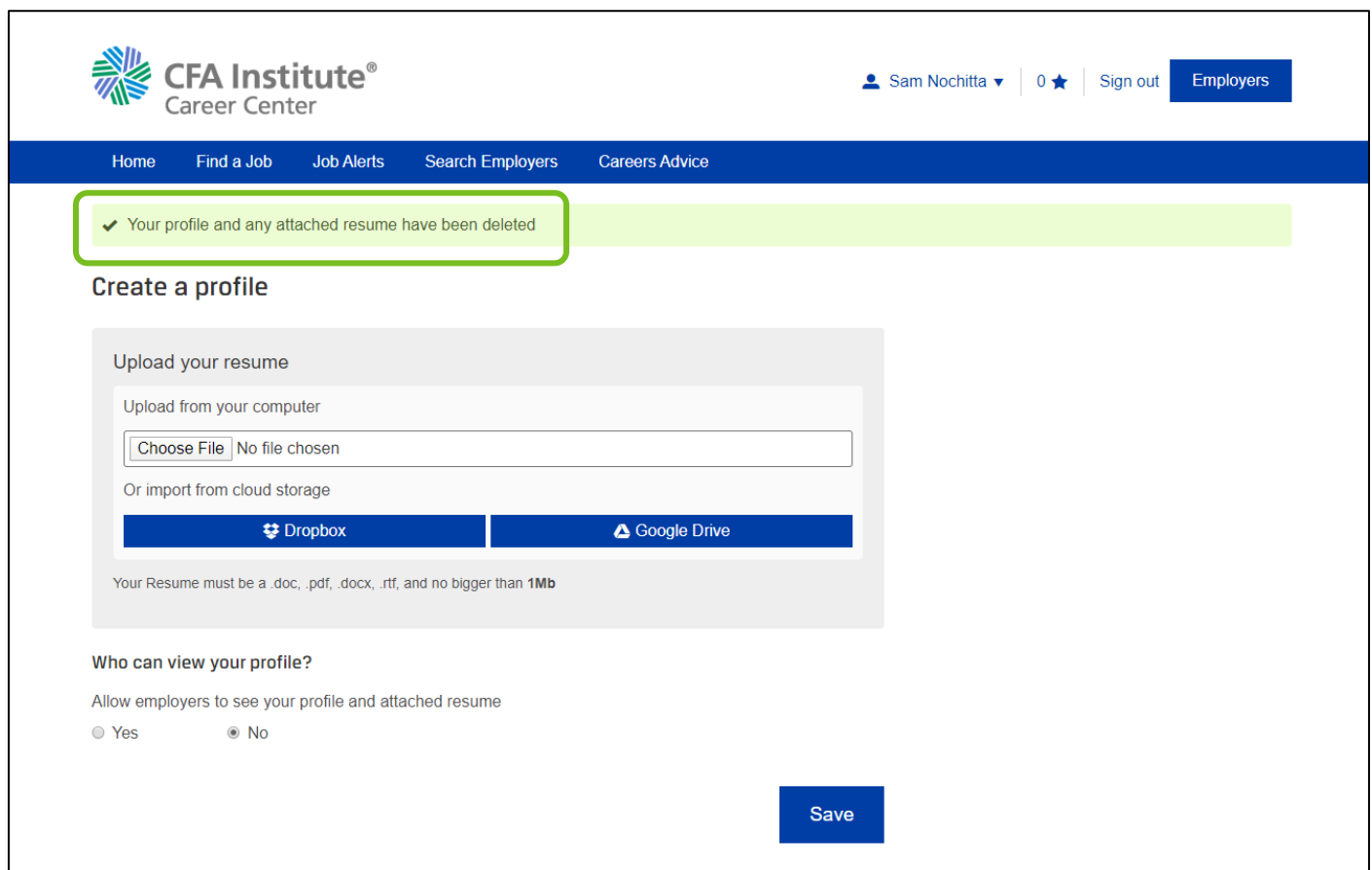
3. Click the **Delete** button in popup screen that opens.



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>.*)

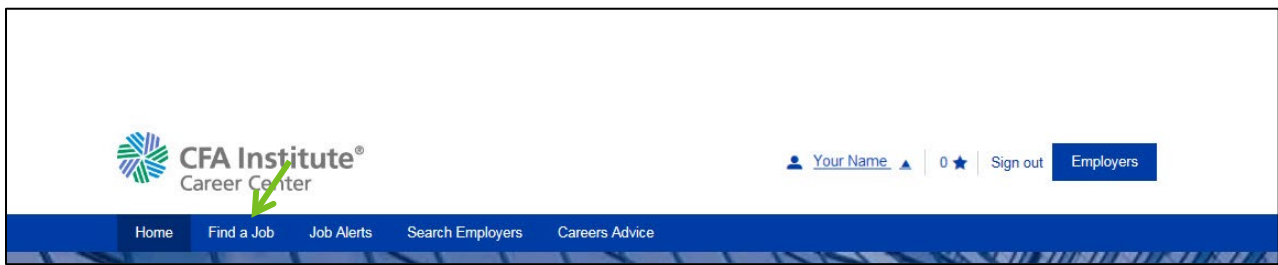


5. You will be directed to a confirmation page.

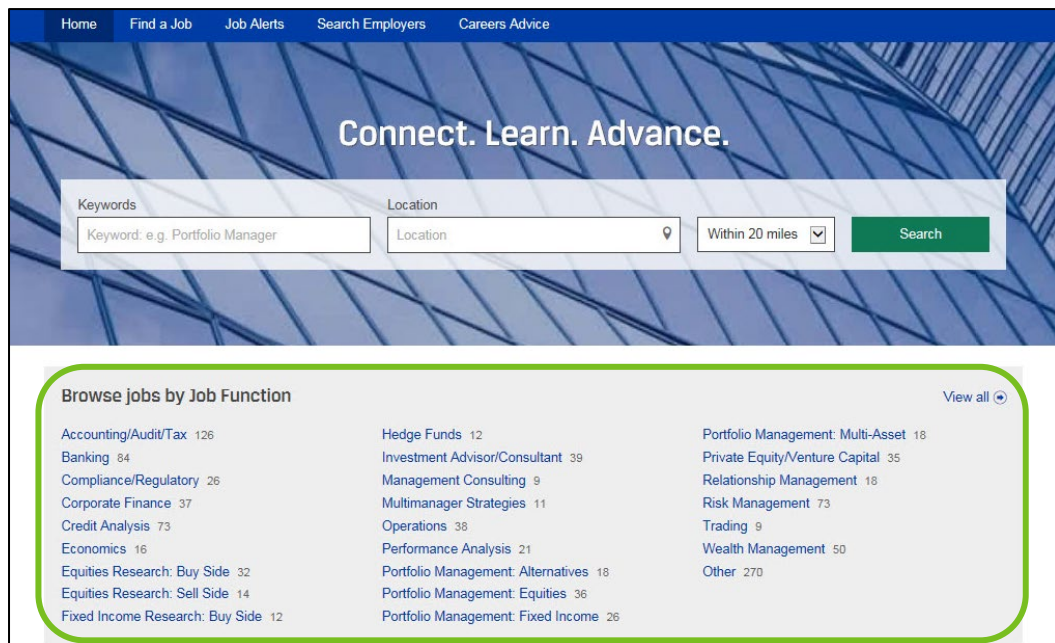


Search for Jobs

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
Keyword: e.g. Portfolio Manage [Search](#)

Refine your search

▼ Job Function

- Accounting/Audit/Tax 128
- Banking 84
- Corporate Finance 37
- Credit Analysis 73
- Investment Advisor/Consultant 39
- Operations 38
- Portfolio Management: Equities 36
- 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 Co

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

Perfil: Procuramos um departamento de Co

[View details](#)

DBA(My SQL) ,D design,Health Mo

- Mumbai, Konkan (I
- As per company no
- Finoptions institute

Hi,Job seekers We h (MySQL) Employmen

[View details](#)

Fund Research A

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

Experienced 3rd part markets and frontier

[View details](#)

Corporate Strateg

- Wellington (NZ)
- Negotiable
- Kiwibank

Support the cultivation Wealth – including M

[View details](#)

Corporate Strateg

- Wellington (NZ)
- Negotiable
- Kiwibank

Found 881 jobs

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

Keywords
Keyword: e.g. Portfolio Manage

Location
Location

Within 20 miles

☐ Working from home

► Job Function

► Industry Sector

► Certifications

► Employment Type

► Education

► Salary

► Employer Type

[Search](#)

Senior Analyst Corp

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

Perfil: Procuramos um departamento de Corp

[View details](#)

DBA(My SQL) ,Data design,Health Moni

- Mumbai, Konkan (IN)
- As per company norm
- Finoptions institute of

Hi,Job seekers We hav (MySQL) Employment

[View details](#)

Fund Research Ana

- London (Central), (G
- £28K - £32K Annual performance related
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Experienced 3rd party f markets and frontier ma

[View details](#)

Corporate Strategy

- Wellington (NZ)
- Negotiable

- Found 881 jobs

Browse

Search

Keywords

Keyword: e.g. Portfolio Manage

Search

Refine your search

▼ Job Function

Accounting/Audit/Tax 126

Banking 84

Corporate Finance 37

Credit Administration

NEW

Senior Analyst Corporate Finance

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

Perfil: Procuramos um profissional para desempenhar funções de Senior Associateno departamento de Corporate Finance, no nosso escritório de Lisboa,...

View details

1 day ago

☆ Save

DBA(My SQL) Database experience MySQL database

- Analyst, Financial Services

Send

Save

Apply

Employer	TresVista
Location	Mumbai, Pune
Salary	Up to INR 5.95 lacs p.a. (including variable)
Posted	Dec 13, 2018
Closes	Feb 11, 2019
Job Function	Other
Industry Sector	Business or Knowledge Process Outsourcing (BPO / KPO)
Certifications	CFA Charterholder, CIPM Certificant, Passed CFA Level I, Passed CFA Level II, Passed CFA Level III (Charter Pending), Passed

The Analyst profile at TresVista encompasses a two-year program where the individual is not limited to one responsibility and can expect to work on diverse financial projects. TresVista's strategy of having Analysts partner with Associates and dedicate themselves to clients provides them with a rich learning experience. An Analyst can expect to gain the skills of investment banking, private equity, public equity, fixed income, and research, as well as value direct exposure to senior investment professionals – both internally and externally.

TresVista invests time in its Analysts. Analysts at TresVista will complete a comprehensive induction training program that will prepare them to evaluate new investment opportunities, create and maintain market analysis, and work closely with clients on strategic projects. The training enables Analysts to meet the high expectations

Apply for Consultant - Valuation Services

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 Consultant - Valuation Services •

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

4000 characters left

☐ 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.

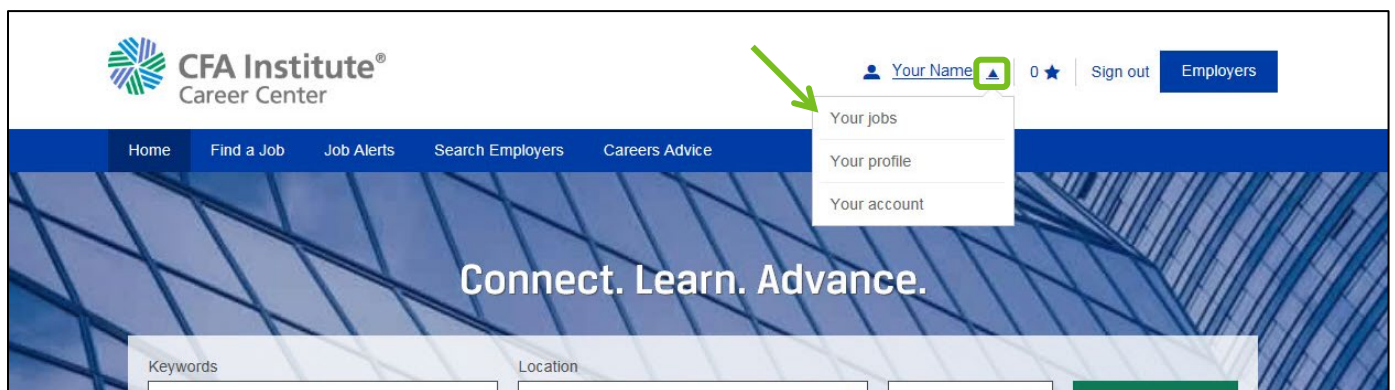
[Send application](#)

Save Jobs to Shortlist

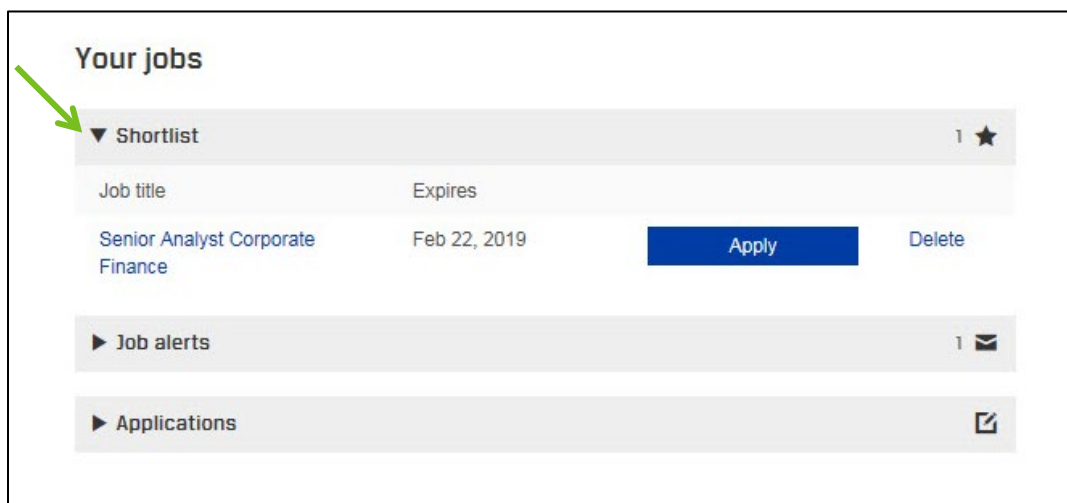
- Jobs of interest can be saved to a shortlist by clicking the **Save** link on each job posting. (*Note: The star will turn blue when saved.*)



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



- 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 has a blue header bar with white text links: 'Home', 'Find a Job', 'Job Alerts', 'Search Employers', and 'Careers Advice'. The main content area is white. The title 'Create a job alert' is in bold. Below the title, there is a section 'What type of job are you looking for? Create up to 5 alerts.' with a 'Keywords' input field. Below that is a 'Location' input field with a location pin icon and a 'Within 20 miles' button. There is a checkbox for 'Working from home'. Below that is a 'Job Function' section with a list of job functions and checkboxes. A green arrow points to the 'More options' dropdown in the Job Function section. Below that is an 'Industry Sector' section with a list of industry sectors and checkboxes. To the right of the form is a sidebar titled 'INDUSTRY SECTOR LIST' with a list of industry sectors. To the left of the form is a sidebar titled 'JOB FUNCTIONS LIST' with a list of job functions. At the bottom right of the form is a blue button with white text: 'Email me jobs like this'.

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
- Multimaneger 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](#)

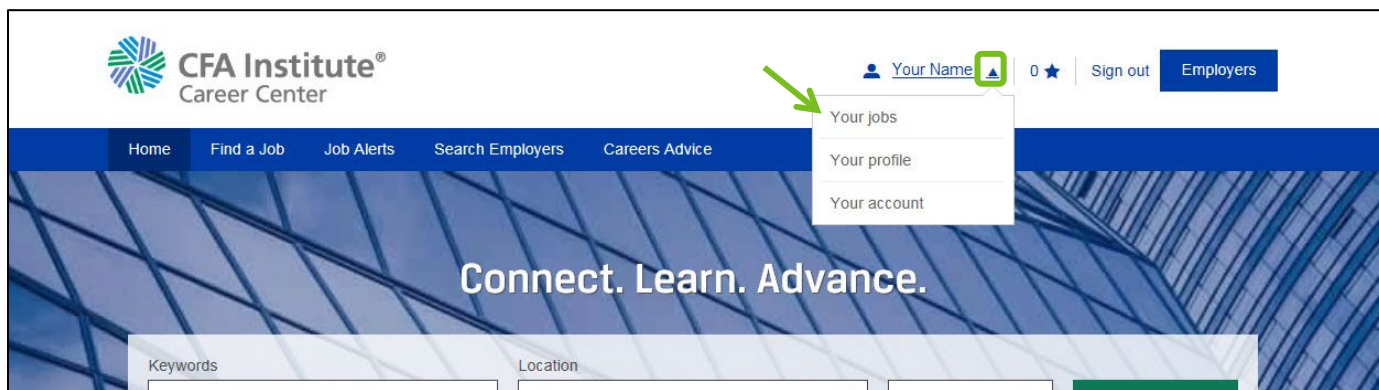
or manage your alerts

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**.

