

Tips and Step-By-Step Instructions for Posting Jobs on JobLine

Register your company to create your JobLine account. Registering is free and only takes a minute or two.

To register:

- 1) From <http://jobline.cfainstitute.org/post.cfm>, click on “Registration Form” (<http://jobline.cfainstitute.org/companies>)
- 2) Complete the form
- 3) Read the posting agreement
- 4) Click the Submit Form button

Tips for registering:

- In most cases you should only register one account per office
 - You can add additional users to the account once it is established
 - You can “mask” the company name on job postings in order to support multiple divisions or companies from a single account
- Please avoid selecting “Other/Not Specified” for the Industry unless it is truly that case that the Industry is not listed in the drop down menu. If you are forced to select “Other/Not Specified,” please email jobline@cfainstitute.org to suggest your industry for addition to the menu.
- If you are likely to represent multiple divisions or organizations with the same account, be general in your general in your company description.
- Do not use a generic email address in the E-mail field. If there are problems with your postings or account this is the primary way we can communicate and assist you.

Once you have registered, an email is sent to you including the following information:

- The link to log into your account
- Your username and password
- Details about features of JobLine
- Tips for posting jobs that get results

SAVE THIS EMAIL!

Also once you’ve registered, you will be automatically logged into your account. From here you can post a job.

To post a job:

- 1) Click on the “Post a Job” link (<http://jobline.cfainstitute.org/hr/jobs/>)
- 2) Complete the job posting form
- 3) Click on the “Preview Job” button and review your posting
- 4) Once your listing is to your satisfaction, click on the “Post Job Now” button
- 5) Select the posting package you require and decide whether to add the “Feature This Listing” package
- 6) Click through providing required payment information where prompted
- 7) Finally, click on “Confirm Order” and your job will post immediately

Tips for posting jobs:

- If your job description already exists in a word document, simply copy and paste the Description and Requirement sections in from your word document
- Be as thorough as possible in identifying the characteristics you are looking for in a candidate, but remember that listings will be edited if they are found to violate Equal Opportunity Employer (EOE) standards.
- In the “Search Words” field, provide as many key words as you can possibly think of that may identify your listing as it will increase the chances of your listing being returned in keyword searches.
- Entering text in the “Display location as:” field will mask information in the other location fields, but you should complete each of the location fields as they will govern how the listing is returned when jobseekers search by location

A screenshot of a web form for location selection. It includes fields for City, State (dropdown menu with 'None' selected), Country (dropdown menu with 'United States' selected), Region (dropdown menu with 'North America' selected), and a text field for 'Display location as:'. A blue rectangular redaction box covers the left side of the form.

- Similarly, entering text in the “Display company as:” field will mask the information stored with your account, but be sure your company description on the account information does not identify your company if you intend for company name to be displayed as “confidential.”
- You will always have access to applicant information through your account on JobLine. Nonetheless, you must select whether jobseeker applications should go to an email address you provide or whether applicants be directed to your company website in order to apply through your local web-based software application. You need to complete only one of these two fields.

A screenshot of a web form for reply information. It includes fields for 'Reply-to Email:' and 'Reply URL:'. Below the 'Reply URL:' field is a small text note: 'Leave this blank unless all candidates are to respond by going to your web site. If so, enter full web page address (e.g. http://www.yourdomain.com/employment.html) for your web site's employment or application page.' A blue rectangular redaction box covers the left side of the form.

These tips and instructions are meant to facilitate your job posting experience. If you find you have additional questions that are not answered here, please feel free to call 888-491-8833 or visit <http://jobline.cfainstitute.org/post.cfm> and click on “Customer Support.” If you have suggestions or feedback to share with CFA Institute regarding your experience using JobLine, please email your comments to jobline@cfainstitute.org

If you have many jobs to post on JobLine, consider automatic bulkposting of jobs as an alternative to entering jobs by hand. To arrange this, contact customer support at 888-491-8833.