Welcome to the IE Career Portal!

In this guide you will learn how to create your profile, create a CV and access the Jobs tab.

In order to access the IE Career Portal please click on the following link:
https://ie-csm.symplicity.com/students/

IMPORTANT!
The IE Career Portal is optimized for Google Chrome or Firefox (it does not work correctly on Internet Explorer).

Log in using your IE username and password
(the same ones you use to access the Online Campus). If you can't remember your access details please follow the link bellow:
https://secure.ie.edu/careers/?referer=agenda&idioma=eng

Home >

Sur

You will first be asked to accept the Legal Clauses and the Code of Conduct;
please read them carefully and click "accept" if you agree. If you choose not to accept, you will not
be able to access the IE Career Portal services.

Items 1-4 of 4

SHOW | 20 | per page

Codigo de Conducta para los programas Full-time

Respond   **Reply Required** from 27 Aug 2012 to 27 Aug 2020   Last modified on Nov 16, 2012

Legal Clause

Respond   **Reply Required** from 26 Sep 2011 to 28 Sep 2019   Last modified on Nov 16, 2012

Code of Conduct for Full-time Programs

Respond   **Reply Required** from 27 Aug 2012 to 27 Aug 2020   Last modified on Nov 16, 2012

Cláusula legal

Click on "Accept" and then "Finalize".

Career

Policy

Creating your Profile

Personal and Academic

Welcome,

search 🔍

📥 translate 👤 My Account ❓ 🖨 ✦

profile

■ software by symplicity™

🔲 switch to tab view

Personal

Edit×

90%

915689622
School Address:
Calle Pinar 14/16, Spain
View / Edit Account Settings

Academic

Edit×

40%

IMBA -- International Master in Business Administration; Staff Major
Graduating January 2020 (Bachelor)

Once you have accepted the Legal Clauses and the Code of Conduct you may start your Profile; start with the "Personal" tab.
To create your profile click on the "Profile" tab in the top-left hand corner. This will open your Personal and Academic profile view that will allow you to see to what extent it has been completed.
Click on the "Edit" button to view the profiles in detail.

COMPLETION STATUS

Personal Information

Academic Information

Privacy

Documents

✅ 4 documents uploaded.

Save Changes ▶   💾 Save Changes And Continue   ⇕ Reset Form   ✕ Cancel

* indicates a required field

Student Information

IMPORTANT: To modify the information in the read-only fields please follow the link https://secure.ie.edu/dataupdateform/info.aspx For any other issues contact the CMC Team through the Home page.

Full name*:   Enter your full name (first mi last).
Elisabeth Jane Cruz Venner

First Name: Elisabeth Jane

Last Name (s):   Cruz Venner

Picture: File

Country of Birth*:   SPAIN

Birth date*:   Enter the birth date here
24 Sep 1985

IE Email*:   Please include your IE Email in this field.
elisabeth.cruz@ie.edu

Please note that any information in the **read-only** fields must be updated through the link
https://secure.ie.edu/dataupdateform/info.aspx.

IMPORTANT: The information you update will be visible to you 24 hours later.

Current Address: Address

Address

The next step is to fill in your Academic profile. Once again, any **read-only** fields must be updated through the link https://secure.ie.edu/dataupdateform/info.aspx . It's important you keep the information in your Personal and Academic Profile updated since it is used by recruiters to search for candidates.

Academic Information

- ✅ Applicant Type
- ⚪ Work Authorization by country
- ✅ EU Work Authorization

Privacy

Documents

- ✅ 4 documents uploaded.

IMPORTANT: To modify the information in the read-only fields please follow the link https://secure.ie.edu/dataupdateform/info.aspx For any other issues contact the CMC Team through the Home page.

Academic Program(s): Select your program(s)

IMBA -- International Master in Business Administration, IMBA-ESP -- International Master in Business Administration, Staff, BBA -- Bachelor in Business Administration + Dual, AULAD -- Aula de Dirigentes

Intake: Choose your current intake
April 2012

The green/gray checkmarks help identify if there are any incomplete fields.

Section: A3

End Date of Program*: Enter the end date of your program, if you are doing a dual degree please put the end date of your program.
01 Dec 2013

Degree Level: MBA Master

Applicant Type*: Choose your applicant type.

| +10 years |
| 0-3 years |
| **3-6 years** |
| 6-10 years |

Work Authorization by country: ➕ ➖ 🔍 search here
☐ AFGANISTAN

Please select all countries where you are eligible to work in the "Work Authorization by Country" section. If you are eligible to work in the EU, please select this in the "EU Work Authorization" section.
IMPORTANT: You will only be able to access the other services in the IE Career Portal when you complete these fields.

After you click "Save Changes and Continue" the platform will bring you to the Privacy sub-tab.
Please choose "yes" or "no" for each option.

Notifications*:
  ● yes ○ no

Include in CV Books*: Choose 'yes' to have your CV included in CV books distributed to employers.
  ○ yes ● no

Synchronizing Options:
  ☑ Sync. Events in Calendar
  ☑ Sync. Workshop RSVP
  ☑ Sync. Presentations RSVP
  ☐ Sync. Career Fairs RSVP
  ☑ Remove Archived/Deleted Items from synched Calendar
  ☑ Sync. Networking Profile
  ☑ Remove Inactivate/Archived Interested Students from Networking from the synched Address Book

Receive Email Job Blasts: Choose Yes to receive job listings by email.
  ● yes ○ no

Sync Events from the system with your Google Calendar: [Authorize]

Policy Affirmation

We would like to remind you that by introducing your data in this website, you authorized IE to transfer your data to recruiters and third parties interested in the services offered by Careers Management. This platform is managed by Symplicity, with head office in Virginia, USA, with which IE has signed a non disclosure agreement. You may exercise the rights of access, rectification, cancelation and opposition by e-mail to soportededatos@ie.edu.

[Save Changes] [Save Changes And Continue] [Cancel]

◁ Previous   Next ▷

Privacy
- ✓ Receive Email Notifications
- ✓ Include in CV Books
- ✓ Synchronizing Options
- ✓ Receive Email Job Blasts
- ○ Sync Events from the system with your Google Calendar

Documents
- ✓ 4 documents uploaded.

How to create a CV

| Home | Profile | Documents | Resources | Jobs | Networking | Surveys | Events | Calendar |

search

My Account

CVs

software by symplicity™

| **Approved Documents** | Pending Documents | CV Builder | Opt-In CV Book |

💡 To view PDF files, you may need Adobe Acrobat Reader.

⚠️ No records found.

Add New

Career Services Management System

Symplicity Privacy Policy

Once you have completed your profile you will be able to access the "Documents" tab to create your CV. Click on the button "Add New" to upload a CV or Cover Letter. You MUST create a CV in order to apply for IE job offers. We encourage you to create at least one CV in English and another one in Spanish (as applicable).

Home > Documents > Approved Documents >

search

My Account

CVs

software by symplicity™

To view PDF files, you may need Adobe Acrobat Reader.

Submit   Cancel

* indicates a required field

Student Document

Label*

Document Type

⦿ CV ○ Cover Letter ○ Unofficial Transcript ○ Writing Sample ○ Other Documents

Maximum file size: 500kb

File*
Please select your document to upload.
[Seleccionar archivo] No se ha seleccionado ningún archivo

Submit   Cancel

Career Services Management System

Here give your CV a name in the "Label" field, select the "Document Type" and upload desired file. Once you have completed these steps click "Submit".

Home > Documents > Approved Documents

search 🔍   ▣ 👤 My Account ⑦ 🖨 ✲

CVs

■ software by symplicity™

Approved Documents | Pending Documents | CV Builder | Opt-In CV Book

💡 To view PDF files, you may need Adobe Acrobat Reader.

1 Items   SHOW 10 ▾ per page

📄 **CV English**   **DEFAULT**

CV

REVIEW STATUS: APPROVED - EXCELLENT   Change Label   Delete

Last modified on 11 Nov 2013 12:55
Compatible with Publications

Add New

Once you have uploaded it will appear in the "Approved Documents" tab. You can change the name of the CV at any time by clicking "Change Label".

You are now ready to apply to any interesting jobs!

How to use the Job Bank?

In this guide you will learn how to apply to job postings, create search agents with the job type that interests you, and see your applications.

How to see job postings?

IMPORTANT INFORMATION:

✓ You will not be able to access the Job Bank without completing all the required fields in your Profile nor apply to job postings without a CV in the system.

✓ You will be able to view all job offers published but may not be able to apply to all of them, your profile will determine wether or not you are qualified.

✓ Please contact us at careerportal@ie.edu to clarify any doubts!

1. Access the "Jobs" tab

Once you have uploaded a CV, please click on the "Jobs" tab to see the Job Postings available.

2. How to search Jobs

| Home | Profile | Documents | Resources | Jobs | Networking | Surveys | Events | Calendar |

search

job postings

Please remember to ALWAYS apply to job postings with the CV language required. Not doing so can exclude you from a jo

| Jobs | My Favorites | Advanced Search | Search Agents | Applications |

Keywords [   ]

(searches job title, ID, description, and employer name: min. 3 characters)
See Advanced Search for more search options.

Position Type [   ]

Sector [▾]   Funcional Area [   ]

Search   Clear   **84 Results**   Items 1–20 of 84 (Results as of: Monday, 11 Nov 2013 | 14:31)

⊞⊟ View Printable Job List   (0 items selected)   SORT BY: Date Posted ▾   SHOW 20 ▾ per page   ◄ Page 1 ▾ ►

You can search the jobs in the Job Bank by:
- *Keywords (job title, ID, description, or employer name)*
- *Sector*
- *Position Type*
- *Functional Area*

3. How to apply

search 🔍

✉ 👤 My Account ❓ ▶ 🖨 ✪

job postings

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💡 Please remember to ALWAYS apply to job postings with the CV language required. Not doing so can exclude you from a job process.

☆ Controller

Company Name Withheld

WANT THIS JOB?

Posted: Mar 05, 2013
ID   1524

DESIRED CV LANGUAGE

English and/or Spanish

| 1 | Apply |

APPLY   ⊗

APPLICATION STATUS

If you wish to apply, please select the document(s) to include and click Submit.
Choose a Resume to submit for this position.

RESUME: [▼]   ⬅

Submit

Once you have clicked on the job you desire to apply to please click on "Apply" and select the CV you wish to apply with.
IMPORTANT: Remember to apply with the "Desired CV Language" specified in the Job Posting.

1. Ensure accurate consolidation methods and processes aligned with Company policies and business requirements. Lead the planning process. Deliver accurate costing on-time to the various internal customers such as Management Team, Operations, Engineering and other departments. The new incumbent will provide strong background in the manufacturing field with a financial approach

4. How to see your applications

search

My Account

job postings

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💡 Please remember to ALWAYS apply to job postings with the CV language required. Not doing so can exclude you from a job process.

| Jobs | My Favorites | Advanced Search | Search Agents | Applications | Search Results |

Keywords

(searches job title, ID, description, and employer name: min 3 characters)
See Advanced Search for more search options.

Position Type

Sector

ID

▼ More Options | Search | Clear | **21 Results** | Items 1–20 of 21 (Results as of: Wednesday, 06 Mar 2013 | 15:31)

Click on the "Applications" sub-tab to see your applications. This is also where you will find the status of your applications.

5. How to set up Advanced Searches

Advanced Searches are very useful to easily identify job offers of your interests and create Search Agents of new job postings published with different criteria such as keywords, sector, applicant type, etc.

| Jobs | My Favorites | **Advanced Search** | Search Agents | Applications | Search Results |

Advanced Search Options

Search Agents [select existing] ▼
☐ **save as:** ⟵

Keywords
Searches job title, ID, description, and company name.

Sector ☐ Check this box to search for records with no program selected
[select*]

ID ▼

Posting Date [ ] Select* Clear to [ ] Select* Clear

Job Title

Application Deadline [ ] Select* Clear to [ ] Select* Clear

OCR Screening: Applicant Type
+10 years
0-3 years
3-6 years
6-10 years

For any "Advanced Search" to be saved in your account remember to click "Save as" and name the search.

IMPORTANT: This step is necessary to create Search Agents.

6. How can I see my Search Agents

| Jobs | My Favorites | Advanced Search | **Search Agents** | Applications | Search Results |

⚠ Because job options such as Program Recruited, Geographic Region etc. change from time to time, please review/update your job search agents periodically.

Items 1-7 of 7

Country

Alumno(a) Búsqueda de trabajo
Schedule: 1 Day

[Schedule] [Editar] [Run] [Delete]

Next Scheduled Run:
28 Feb 2013

Last Run On:
-

India

Alumno(a) Búsqueda de trabajo
Schedule: None

[Schedule] [Editar] [Run] [Delete]

Next Scheduled Run:
-

Last Run On:
-

Job Title

Alumno(a) Búsqueda de trabajo
Schedule: None

[Schedule] [Editar] [Run] [Delete]

Next Scheduled Run:
-

Last Run On:
-

In the "Search Agents" sub-tab you can find your saved searches and also schedule any alerts you wish to receive by email. To do this click "Schedule".

7. How to schedule a Search Agent

search 🔍

☑ 👤 My Account ❓ ▶ 🖨 ✖

job postings

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[Submit] [Back˟]

Label*:	Country
Enabled*:	Checking 'yes' will enable your agent to be run on a scheduled basis. ⦿ yes ○ no
Period*:	Select a frequency for this agent to run. Day ▾
Multiple*:	The value entered here will be used to determine how frequently your agent is run. (Example: Period=month, Multiple=2, Agent will be run every 2 months.) 1
Include only new results*:	Checking 'yes' will only include new results posted since the last run date ⦿ yes ○ no

[Submit] [Back˟]

Career Services Management System

> Here you must enable the search agent to run on a scheduled basis. Then select the "Period" and the "Multiple". For example to select a "Month" period and a multiple "2" would send a notification twice a month. Then click "Submit".