

### 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: <a href="https://ie-csm.symplicity.com/students/">https://ie-csm.symplicity.com/students/</a>

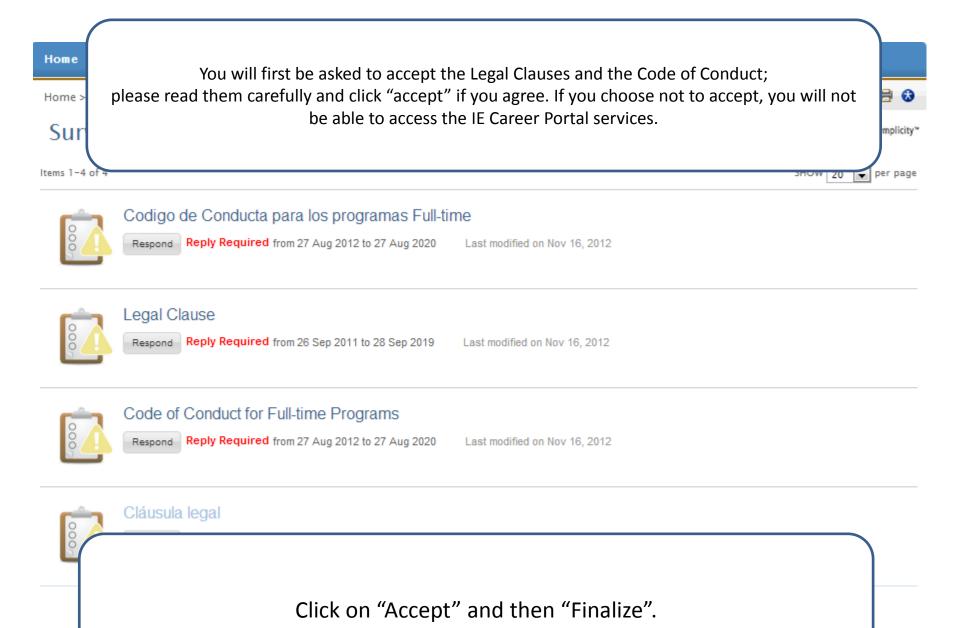


#### **IMPORTANT!**

<u>The IE Career Portal is optimized for</u> <u>Google Chrome or Firefox</u> (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

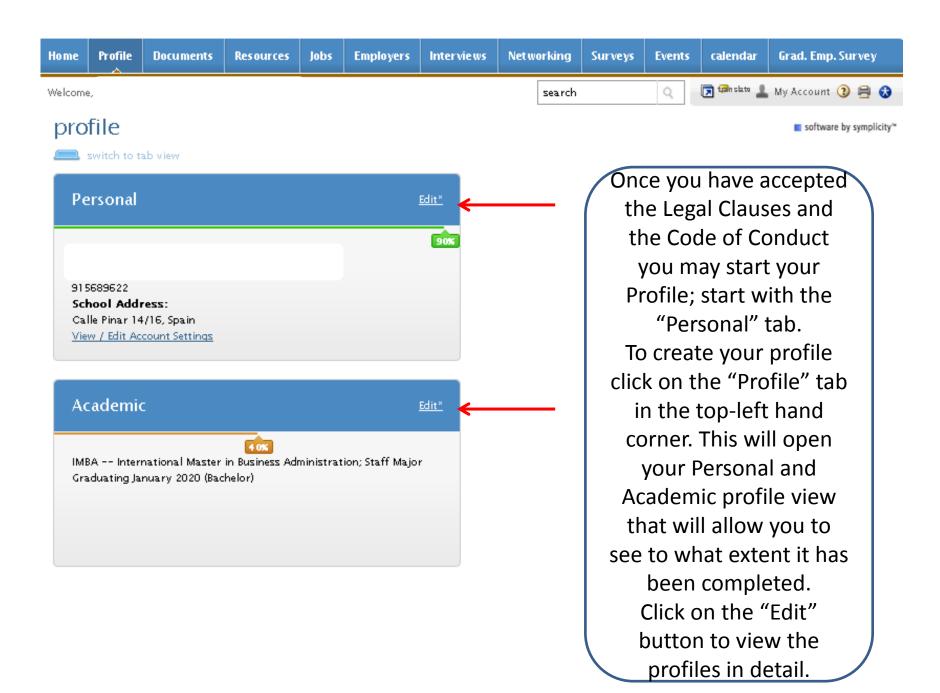


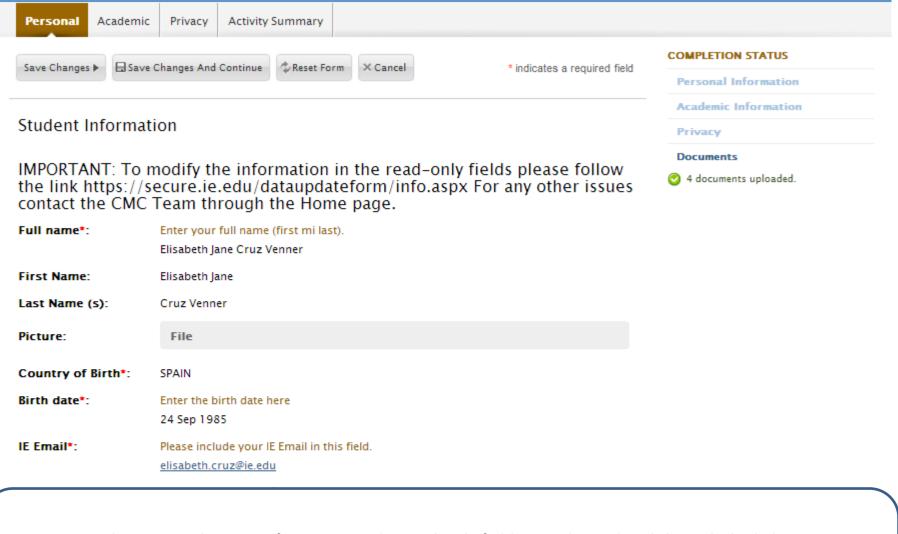
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# Creating your Profile

Personal and Academic





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

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 <a href="https://secure.ie.edu/dataupdateform/info.aspx">https://secure.ie.edu/dataupdateform/info.aspx</a> . It's important you keep the information in your Personal and Academic Profile updated since it is used by recruiters to search for candidates.

		Personal Information
		Academic Information
		Applicant Type
IMPORTANT: To	<ul> <li>Work Authorization by country</li> </ul>	
the link https:// contact the CMC	EU Work Authorization	
Academic Program(	s): Select your program(s)	Privacy
	IMBA International Master in Business Administration, IMBA-ESP International	Documents
	Master in Business Administration, Staff, BBA Bachelor in Business Administration +	4 documents uploaded.
	Dual, AULAD Aula de Dirigentes	
Intake:	Choose your current intake	
	April 2012	en/gray checkmarks help identify if
	tn tn	ere are any incomplete fields.
Section:	A3	
End Date of Program	n*: 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 🔹 🖃 🔑 search here	
country:	□ AFGANISTAN ♠	
Please select all	countries where you are eligible to work in the "Work Authorization	on by Country" section. If you

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.

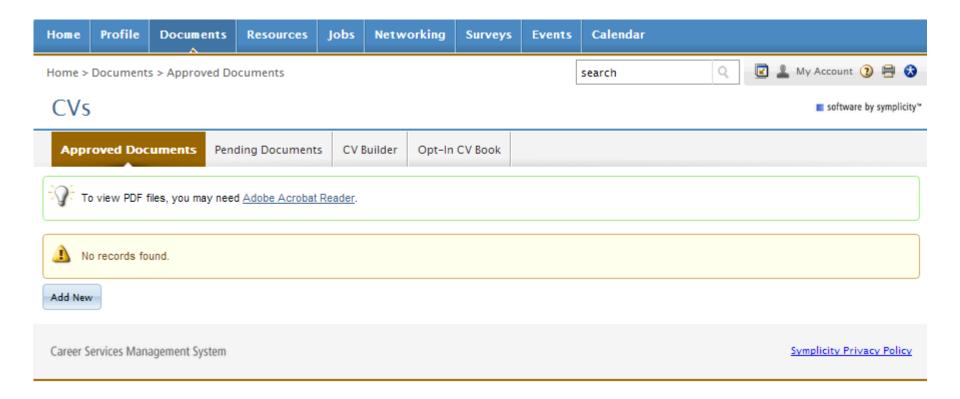
Notifications*:	● yes ○ no	Receive Email Notifications
Include in CV Books*:	Choose 'yes' to have your CV included in CV books distributed to employers.	O Include in CV Books
	⊚ yes ● no	Synchronizing Options
Synchronizing	✓ Sync. Events in Calendar	Receive Email Job Blasts
Options:	✓ Sync. Workshop RSVP	Sync Events from the system with
	✓ Sync. Presentations RSVP	your Google Calendar
	Sync. Career Fairs RSVP	Documents
	Remove Archived/Deleted Items from synched Calendar	_
	■ Sync. Networking Profile	4 documents uploaded.
	■ Remove Inactivate/Archived Interested Students from Networking from the synched	
	Address Book	
Receive Email Job	Choose Yes to receive job listings by email.	
Blasts:	● yes ○ no	
Sync Events from the system with your	Authorize	
Google Calendar:		

#### Policy Affirmation

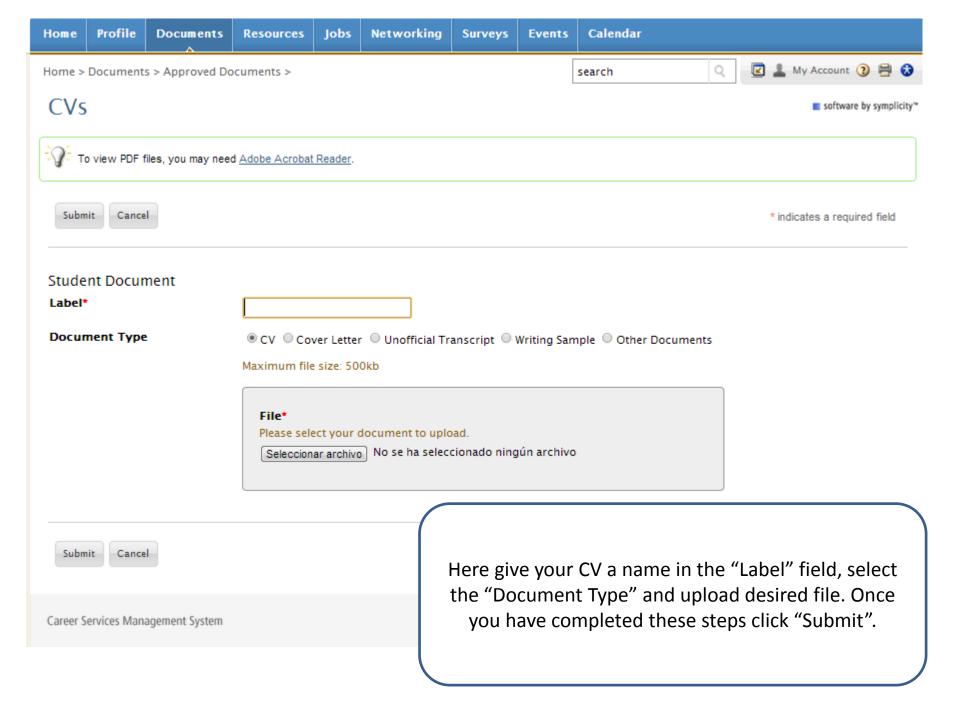
We would like to remind you that by introducing your data in this website, you authorized IE to transfer your data to recruiters and third parties interested in the services offered by Careers Management. This platform is managed by Symplicity, with head office in Virginia, USA, with which IE has signed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

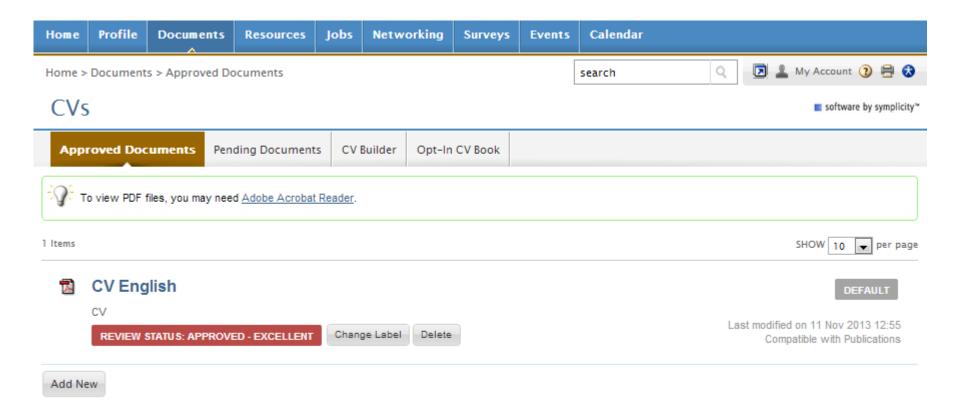


#### How to create a CV



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).





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.



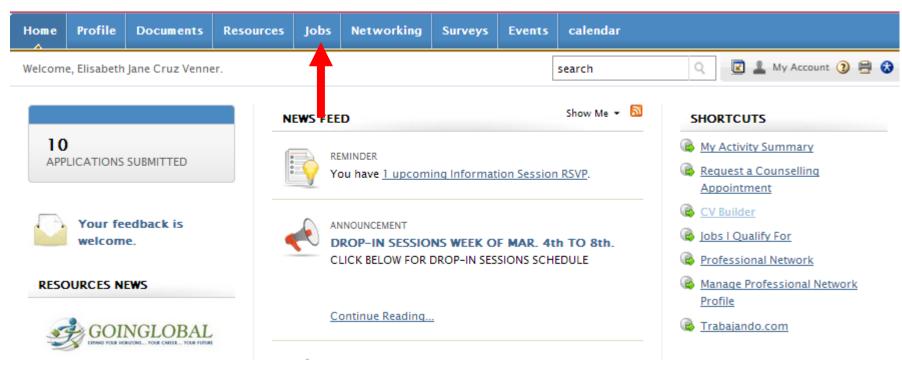
# How to see job postings?

#### **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 <a href="mailto:careerportal@ie.edu">careerportal@ie.edu</a> to clarify any doubts!



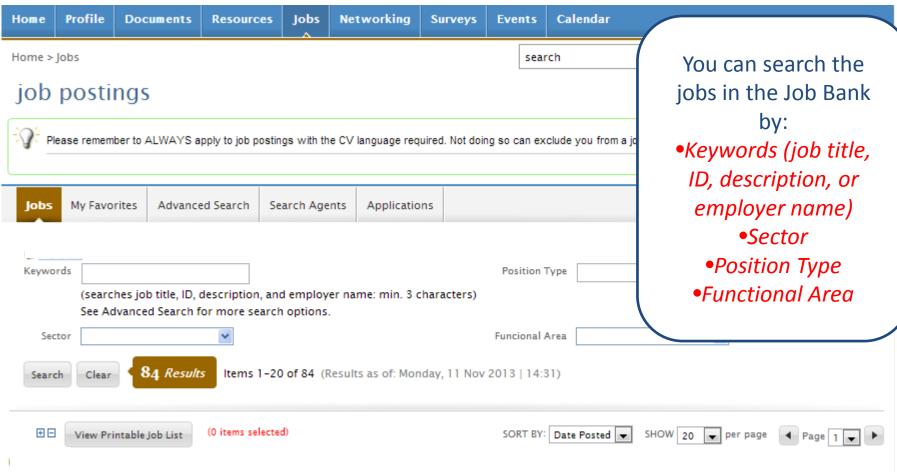
## 1. Access the "Jobs" tab



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

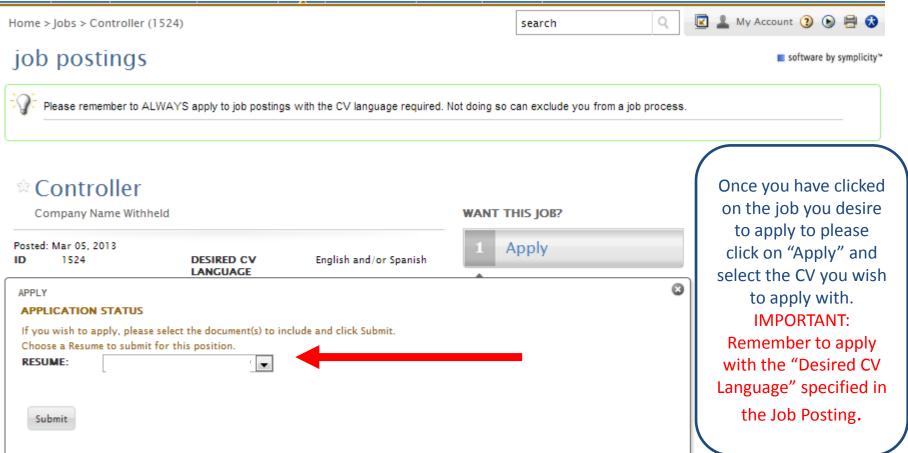


#### 2. How to search Jobs





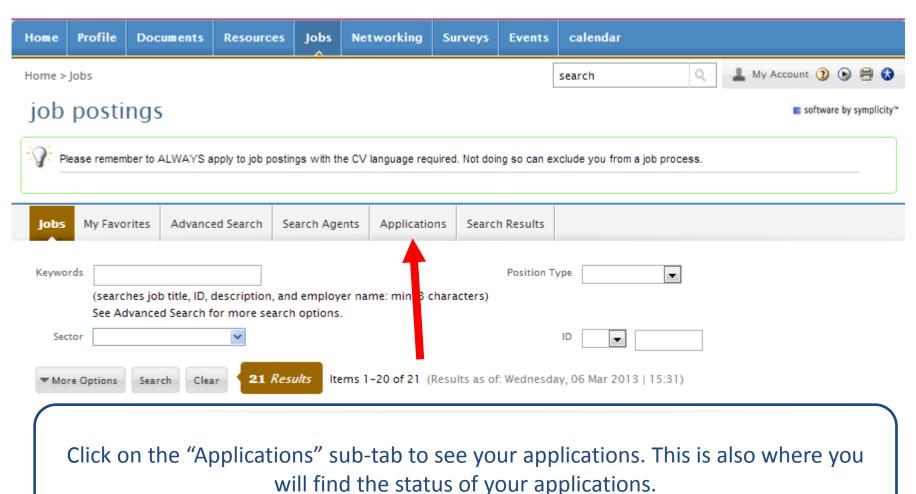
# 3. How to apply



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





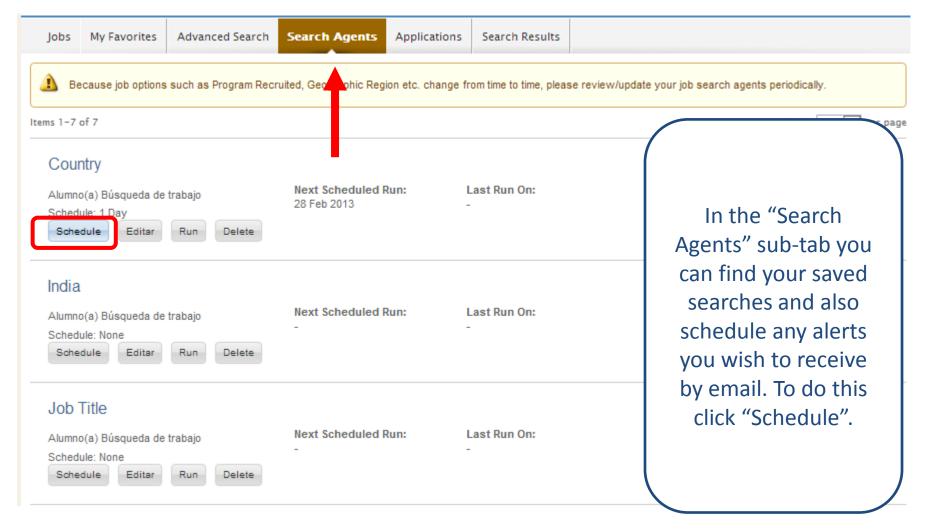
# 5. How to set up Advanced Searches

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 Adva	anced Search Search Agents	Applications	Search Results	
Advanced Search Options				
Search Agents	[select existing]   save as:	<del></del>		For any "Advanced Search" to be saved in
Keywords Sector	Searches job title, ID, description,  Check this box to search for [select*]			your account remember to click
ID Posting Date		to	Select <sup>×</sup> Clear	"Save as" and name the search.
Job Title  Application Deadline  OCR Screening: Applicant Type	Select* Clear	to	Select* Clear	IMPORTANT: This step is necessary to create
	0-3 years 3-6 years 6-10 years			Search Agents.



### 6. How can I see my Search Agents





#### 7. How to schedule a Search Agent

