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Link to CareerLink – <https://insidemba.insead.edu/careerlink/compview/>

## New User?

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Simply click on the link for new users.

### Step 1 Company Information

Check in the scroll-down list whether your company already exists.

- If it does, then click on Next to input your personal information (Step 4)
- If it does not, create your company information first.

### Step 2 On campus/External

If you intend to recruit students during our on-campus campaigns by physically visiting the campus, choose YES

If you only wish to search CVs and post jobs, choose NO

### Step 3 Access Rights

If you do not wish for other members of your company to have access to the OCR part of the site, then you can automatically restrict their access to only CV search and job posts

### Step 4 Personal Information

Complete the account with your personal information

## Validation of Account

You will receive a confirmation email within 24 hours, after which time you will be able to begin accessing the site.

## Searching CVs

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<b>Search</b>	You can choose to peruse all CVs or else complete certain search criteria. If you wish to save the search criteria, give it a name in the box at the end of the search criteria page.
<b>Saved Search Queries</b>	Once you've named a search query, you can simply run it from this section.
<b>My Selected Candidates</b>	Add to or remove from this module all those candidates of interest to you. You will be able to invite them to interview directly when posting a job in the next module.
<b>CV Book Request Form</b>	Click on "Order CV Book" in the left navigation of the CV Search section. Then simply follow the required steps. Contact: <a href="mailto:isabelle.peronnet@insead.edu">isabelle.peronnet@insead.edu</a> .

## Presentations/Events

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Once your presentation/event date is confirmed, you can create the event for student sign up.

- Step 1** In the top navigation bar of CareerLink, click on Events
- Step 2** In the left navigation bar, click on Post an Event
- Step 3** Select the campaign, type of event, and campus
- Step 4** Enter the details requested and submit for validation
- Step 5** Once the event is validated by Career Services, you will be able to return to **Events** to monitor student signup, by clicking on View Event List.

## Posting a Job

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Whether it is related or not to an on-campus recruitment campaign, all opportunities should be posted in this Jobs module. You can either duplicate an existing job post or create a new one.

<b>On campus or External?</b>	If this job is part of the on-campus recruitment campaign, be sure to indicate YES
<b>Application Method</b>	Candidates can apply through your URL, via email or directly in CareerLink. If you choose to manage applications through CareerLink, then the list of applicants will be available in this module.
<b>Candidate Targetting</b>	<p>You can target one or both classes and you also have the option of opening up to pre-selected candidates only. MBA 'D denotes the December graduating class and MBA 'J the July graduating class of the year indicated. <i>You may also choose to open the posting to the E-MBA class but be aware these participants may not be on campus during your interview time.</i> When pre-selecting you will be able to choose from My Selected Candidates and/or from the list of names from both classes. If you choose pre-selection only, then the job post will be displayed only to those candidates you have selected.</p> <p>However, you may wish to open the job post to one or both classes but also personally invite some candidates. In this case, the job post will be open to the classes defined, but those candidates that you have invited will also receive an invitation to interview (in which case they will not be required to upload a CV and motivation letter).</p>
<b>Managing your Applications</b>	Once you have submitted the job post, Career Services will validate it and it will be displayed to the appropriate audience. If you chose to manage your applications through CareerLink, you can monitor progress by simply clicking on View Job List and clicking on the Applicants column for a list of applicants. From here you may download the cover letters and CVs submitted by the applicants or have them forwarded to you by email. We also recommend that when you have made a decision on the candidates, you update their status in this section. When they consult their CareerLink account, they will then know the status of their application. Additional feedback on their application is appreciated by candidates so it is also recommended to let them know of your decision individually.

## Interviews

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Once the deadline for your job post has passed, you will be able to plan the interviews through the Interview module.

If you have posted one single job in CareerLink and wish to create one or several schedules to interview students from the applicant pool or you have posted several jobs in CareerLink and wish to create one or several schedules specific to each job, here are the steps to follow:

- Step 1** Click on Interviews.
- Step 2** Click on Create a Schedule on the left side to begin. Fill in the details requested including the campaign, the campus on which you will be based and the interview date. **Please note you will need to create one schedule per interviewer.**
- Step 3** The job(s) for which you are scheduling interviews will appear in the list. We recommend, if the schedule is for several different jobs, using a title such as "OCR Interviews".
- Step 4** In the Details section you may enter further information for the candidates, for example the interview format and process. In the Comments box you may indicate important information for the attention of Career Services when the schedule is being validated. **This information will not be visible for the candidates.**

- Step 5** The Main Contact and Interviewers can then be selected from the dropdown menu. If the names are not already in CareerLink, you may add them here.
- Step 6** Select the candidates for whom you wish to create a schedule. You will be able to filter the list of candidates so that only the relevant population appears.
- Step 7** Click on Create a Schedule to create a new schedule or choose a schedule to duplicate by ticking the relevant box from the List of Schedules and complete the information requested.
- Step 8** You may edit the schedules by clicking on this function on the right side when you are in the List of Schedules.
- Step 9** Once the schedules are finalised, click on Submit to Career Services for validation.
- End** As soon as the schedule is validated and a deadline added by Career Services, candidates will receive an automatic notification from the system and know that the schedules are available to sign up online for an interview. You can monitor progress in this module by clicking on the number in the Schedules column and then the Applicants column.

### Any questions?

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Contact [careerlink@insead.edu](mailto:careerlink@insead.edu)