

Carnegie Mellon University

Master of Science in
Computational Finance

MSCF

QuantConnect

Employer

User Guide

For assistance or questions, please contact
Queeta Welch, Associate Director of Employer Relations

Email: ghw@cmu.edu

Phone: 412-268-3028

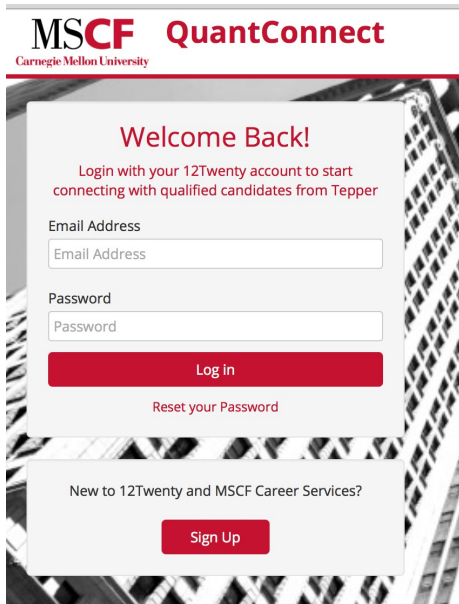
MSCF

Master of Science in Computational Finance

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Sign up to QuantConnect at <https://quantconnect-cmu.12twenty.com/hire> using your email address and password.



You will be prompted to complete the following fields to create an account. Once you finish entering the data and agree to the terms, a verification code will be sent to your email. Input the verification code into the email address verification pop up that appears to finalize the account creation process. The code is active for one hour. Check your spam if the email does not appear after 10 minutes.

Welcome to QuantConnect!
We're glad you are joining us! Get started by creating an account.

First Name*	Last Name*
<input type="text"/>	<input type="text"/>

Email Address *

Password *

- Minimum 8 characters
- An uppercase letter
- A lowercase letter
- A special character (!,@,#,\$,%,&,'*)
- A number
- Example: ThisSchool10\$

Confirm Password *

Employer *

Address *

Country *

-- Please select a value --

City *

Postal Code *

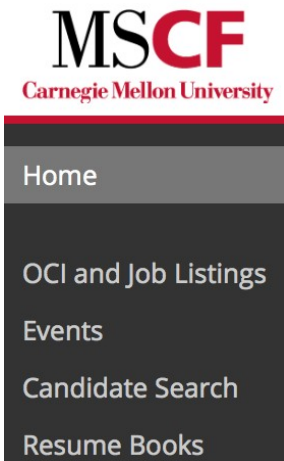
Once your account is created, you can perform the following activities by clicking on the red buttons below each feature.

Welcome!

Our recruitment tools make it easy to connect with Tepper students.
Select an option below to get started.

Register for OCI Register for On-Campus Interviews + Register	Post a Job Create a Non-OCI job posting to find the ideal students for your position + Post	Search Candidates Search our students and download resumes of qualified candidates Q Search	Host an Event Connect with qualified candidates, on and off campus + Host
Download Resume Books Access resumes of qualified candidates interested in your specific field Download			

You can also access the features above by clicking on them via your left- hand navigation bar.



Register for OCI

Please contact Queeta Welch at qhw@cmu.edu or 412-268-3028 directly to register for on-campus interviews (OCI).

Post a Job

To create a non-OCI job posting, click on +Post.



Create Job Posting

Cancel Save Draft **Submit for Approval**

Job Details

Employer*
 Hide Employer Name from Applicants

Job Title*

Job Phase*

Location Type*

Location*
+Add Additional Location

Preferred Years of Experience

Interview Format

Type of Job

Industry *

Job Function *

Job Dates

Application Begins On*

Application Deadline*

Anticipated Job Start Date
Format: MM/DD/YYYY

Primary Job Contact

Use My Information

Name*
 Make Visible to Students

Title*
 Make Visible to Students

Email*
 Make Visible to Students

Phone*
 Make Visible to Students

Address*
 Make Visible to Students

Is Alumnus Yes No

Target Audience

US Work Auth Requirement*

Who Can Apply

Please select which student groups can see and apply to this job.

Student Group*

Application Method(s)*

Which application method(s) would you like to require? At least one application method must be selected as "Yes".

Apply via This Site* Yes No

Apply via External Website Yes No

Apply via Email Yes No

Job Description*

B *I*

Attachments

no files selected

Allowed file types: Any

or drag & drop files here to upload

Application Document Requirements

Request or require students to submit below documents when applying to this job:

Document Type	Document Display Name	Is Required?
Resume	Resume	<input checked="" type="checkbox"/>
Cover Letter	Cover Letter	<input type="checkbox"/> ✘
Transcript	Transcript	<input type="checkbox"/> ✘
Writing Sample	Writing Sample	<input type="checkbox"/> ✘
Other	Other	<input type="checkbox"/> ✘

[+ Add Additional Document Type](#)

Fill in as many job details here as possible; however, see comments below about certain fields. All fields marked with an asterisk (*) are required fields.

Employer: The name of your firm will automatically populate on the job posting. Underneath the company name, you have the option to check a box to hide the employer name from the applicant; however, we don't recommend activating this feature, unless absolutely necessary, in order to get optimal responses to the posting.

Hide Employer Name from Applicants

Location Type: You will be given the option to select whether the job is in a specific location. If you select this option, a drop-down menu will appear to select the country, city and state. You also have the option to add additional locations if applicable. A second option is to choose whether the location of the job is flexible or negotiable; thereby, indicating that the applicant would have input in their preference to a location. The last option allows the applicant to work from home or a remote location away from the company location and handle their duties by making use of the internet, email, and/or telephone.

-- Select a Location Type --
 Specify Location(s)
Flexible/Negotiable
Remote/Telecommute

Interview Format: This field allows you to select how you would like to conduct interviews. Although this is not a required field, we suggest that you complete it so that proper arrangements can be made, if necessary, in a timely manner.

-- Select an Interview Format --
In Person Interview
Phone Interview
Video Conference Interview
At Company Interview
Off-Site Interview

Type of Job: This field is not required to complete, but please indicate whether the open position is for a Full-Time Job or Internship.

Job
 Internship

Anticipated Start Date: This is not a required field, but it is helpful for applicants to know this information in order to make decisions about other job offers they may receive.

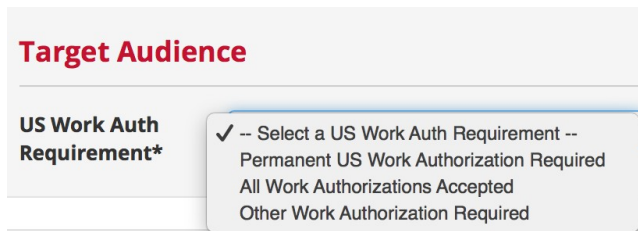
Primary Contact: For this section of the job details page, you may choose to select the tab, **Use My Information**. By clicking on this tab your information will be automatically populated into the fields. If the primary contact is someone other than yourself, please complete the fields with the appropriate person's information. You also have the option to make your information visible to students by checking the box.

Make Visible to Students

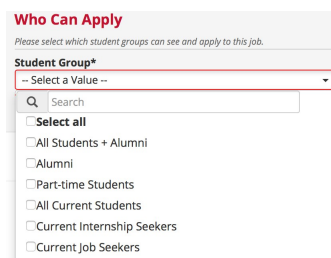
Also, you can check whether you are an alumnus or not.

Is Alumnus Yes No

Target Audience: The target audience field here for your posting is identified by work authorization status. You can specify whether a candidate must have a permanent US Work Authorization, whether all work authorizations are accepted, (which means that you will accept applications of those students who are legally authorized to work in the US “with or without sponsorship”), or whether other work authorizations are required. NOTE: Your selection does not prohibit anyone from applying. A student with any of these statuses can apply to the posting.



Who Can Apply: You can select the appropriate student group(s) to whom your job posting applies. Only students within the selected groups can apply.



You must select your method of collecting applications. You have the choice of the student applying via the QuantConnect Site (you can create an applicant PDF packet in the system at the end of the application period or choose to view and download applications as they appear), via an external website (you will be prompted to input the company’s career website/URL) or via email (you will be prompted to enter an email address).

You have the ability to attach documents to the posting as well as set the type of documents you require from the applicants. Applicants are automatically required to submit resumes for all job postings and the field is marked as such. Click on the red “x” to remove unwanted document types.

Once all of the required fields are completed, you can choose to **Save as a Draft** or **Submit For Approval**. Your job posting will not be visible to students until it is reviewed and approved by MSCF Career Services. If you save your posting as a draft, you can return to it by clicking on the **OCI and Job Listing** on your left-hand side navigation bar. You will see it at the bottom of the page in a list and tagged as **Draft** under job status. Click on the job to review or proceed with posting. You will be prompted to select **Edit** or **Submit for Approval**. If you would like to delete your posting as opposed to waiting until it expires, you must contact us to perform this function for you. Job Postings can also be duplicated, but you will receive a prompt when duplicating, asking for a new student group and a new start date of the application.

Submit Job Posting

Would you like to submit this job posting for approval now?

All job details must be approved by a career center administrator before you can review applicants and schedule interviews. If your job details have not been finalized, you can return to this page at any time to make changes or submit.

If you have questions, please contact the Tepper MSCF Career Services: qhw@cmu.edu.

Once you submit your job posting, you will see that your job is pending approval and you will be notified via email once it is reviewed, approved and posted. You are able to see an overview of your job posting and you will be able to edit the posting should you choose to.

1 JOB POSTING
Pending Approval

Job Posting Status: Pending Approval. You will be notified when this posting has been reviewed.

Once the job posting has been approved, the application period is open and applicants have applied, you can click on the word **applicant**, in red (far right) under the **Applicants** tab and review them.

Quantitative Analyst
Carnegie Mellon University | New York - NY
Application Deadline: 7/31/2017, 8:00 AM

--

1 applicant

You will have the option to **download all application packages** or **export applicant data**. If you don't want to download all, but only certain ones, put a check in the boxes next to those applicant resumes you would like to download.

▾

- Download All Application Packages
- Export Applicant Data

If you choose to **Download All Application Packets**, you will receive the **Packet Details** prompt.

Packet Details

Cover Page

Include Cover Page

Packet Title

Documents Included in the Packet
At least one document must be included in the packet

Table of Contents Other ⓘ

Resume Transcript ⓘ

Cover Letter Writing Sample ⓘ

Delivery Options
At least one delivery option must be selected


Download Email Me a Sharable Link

Share this Packet
Use a comma to separate email addresses

You have the option to include a cover page for the packet and will be asked to create a title for the packet. You can either download the packet or have an email sent to you with a sharable link. You can also share the packet directly from the prompt by typing in the email address(es) of who you like to share it with. Select **Ok** once you have completed the details of this function.

If you choose to **export applicant data**, you will receive an excel spreadsheet via a download with the applicant data.

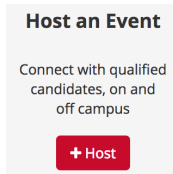
Click on the **resume** link next to the applicant's name to simply view an applicant's resume.

Applicant	Contact	Application
 Dan Perkins Spring 2016 Permanent Work Authorization	biz.student@burns.e...	Resume 6/1/2016, 12:58 AM

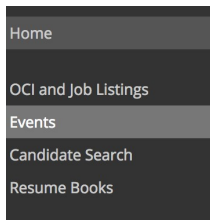
Click on the applicant's email address from the resume or email the student via their profile (accessing from the **Candidate Search** feature) and schedule an interview directly with the student.

Events

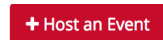
You can access the **Events** function in a couple of ways. Click on the **Home** page from your left-hand side navigation bar. Once on the **Home** page, click on the **+Host button** under **Host an Event**.



You can also click on the Events button on your left-hand navigation bar.



In the top right-hand corner of this page, click on the **+Host an Event** button.



Host an Event

Cancel Save Draft Submit

1. Please provide your event preference below.
2. Note all event details are subject to revision by the Career Center.
3. Due to limited event space on-campus, your requested date may not be available. If this is the case, we will contact you to discuss alternatives.
4. If your event is off-campus, please include the location in the event description below.

Event Name*

Event Type*

-- Select an Event Type --

*Required

Description

B I [List Icons] [Link Icon] [Image Icon] [Table Icon]

Other Information

Other Information

Attachments

Choose Files No file chosen

Allowed file types: Any

or drag & drop files here to upload

Registration Document(s)

Request or require students to submit below documents when registering for this event:

+ Add Document Type

Cancel Save Draft Submit

Dates

Event Date and Time*

MM/DD/YYYY H:MMpm to H:MMpm

Event Info

Event Format

-- Select an Event Format --

Target Audience

Briefly describe who this event is meant for

Dress Attire*

-- Select a Dress Attire --

Employer Name

Employer Name

Presenter

Presenter

Industry

-- Select an Industry --

Target Audience [?]

US Work Auth Requirement*

-- Select a US Work Auth Requirement --

Who Can Attend [?]

Student Group*

-- Select a Value --

You are required to enter an **Event Name**. The **Type of Event** field gives you options from a drop menu to choose the types of events you would like to host. Note: This field may contain additional event selections in QuantConnect than those listed here.

-- Select an Event Type --

- Company Presentation
- Job Fair
- Meeting
- Office Hours - Sign Up
- Office Hours - Walk In
- Workshop
- Other

Once you select the type of event you are hosting, enter a description of the event or other information you would like the students to know. You can also attach any documents or request/require students to add documents, such as a resume. Then you will want to add the date and time of event, event format (on campus, off campus or virtual), target audience, dress attire, employer name, name of presenter, industry, target audience based on work authorization and student group such as current FT job seeker, current Internship seekers, alumni, etc.

You can save the event as a **draft** or click **submit**. Once you submit, you will receive notification that when your event is approved it will be opened up to students to register on the designated date of registration.

Submit Event

Would you like to submit this event for approval now?

All event details must be approved by a career center administrator before you can review attendees.

If you have questions, please contact the Tepper MSCF Career Services: 412-268-3028, qhw@cmu.edu.

Cancel
Submit

This event is pending approval. You will be notified when it has been reviewed.

Edit

Note: You can make edits at any time before it is approved and changes will go into effect immediately. After it has been approved, you must notify MSCF career services to make changes.

Once the registration is open, you can view the registrants by clicking on the event name and then the **Registered Students** tab.

Event Name	Event Date and Time	Event Status	Registrants (Waitlist)
Careers at Carnegie Mellon- THIS IS A TEST Carnegie Mellon University <small>Company Presentation NYC campus Room 2</small>	7/17/2017, 12:30 PM - 1:20 PM	Registration Open	1 (0)

Event Details
Registered Students (1)

The names and emails of registered students will appear. Select **Action** to either **Download Packet** (which will include the student's attachments if you requested attachments, such as a resume) or you may choose to **Export Full List** to an excel spreadsheet.

Registered Students

<input type="checkbox"/> Student	Email	Action
<input type="checkbox"/> Patrece Hewitt Comp-Finance - Fall 2017	qphewitt@gmail.com	<input type="button" value="Download All Document Packets"/> <input type="button" value="Export Full List"/>

If you choose to **Download All Application Packets**, you will receive the **Packet Details** prompt. You have the option to include a cover page for the packet and will be asked to create a title for the packet. You can either download the packet or have an email sent to you with a sharable link. You can also share the packet directly from the prompt, by typing in the email address(es) of who you like to share it with. Select **Ok** once you have completed the details of this function. You can also put a check in the box next to those students' names whose packets you would like to download, if not all of them.

Packet Details

Cover Page

Include Cover Page

Packet Title

Documents Included in the Packet
At least one document must be included in the packet

Table of Contents

Delivery Options
At least one delivery option must be selected

Download Email Me a Sharable Link

Share this Packet
Use a comma to separate email addresses

If you choose to **export full list**, you will receive an excel spreadsheet via a download with the following information: student name, program, graduation term, email, registration date, a field to indicate whether the student attended the event or not and a field to indicate if the student was on the waitlist (if a waitlist was selected when the event was created in the system).

A	B	C	D	E	F	G	H	I
1	#	Student Name	Program	Graduation Term	Email	Registration Date	Attended?	Waitlist?
2	1	Patrece Hewitt	Comp-Finance	Fall 2017	qphewitt@gmail.com	07/14/2017, 04:45PM		NO
3								
4								

attendees +

If you need to cancel your event for any reason, please notify MSCF career services. You are unable to cancel the event via the system.

To search for a particular event, you can apply filters from the fields on the next page by clicking on the drop-down menus and selecting your search preference(s). Click on **Get Results** to see your results. Click on **Clear Filters** to remove filters. Choose or leave fields as **All** to see all events.

Event Type: All
Event Format: All
Event Timeline: All Upcoming
Industry: All
Event Status: All
Posted Date: All

✕ Clear Filters **Q Get Results**

Candidate Search

You must request access from the homepage to use the Candidate Search tool. This feature allows you to search for a particular student by entering the name and clicking on **Search** in the upper right hand corner of the page.

You can also find qualified candidate resumes by typing in key words in the **Keyword Search** field, which will parse resumes in our system for those keywords. Additionally, you can apply the filters listed from the following fields below by clicking on the drop-down menus and selecting your search preference(s). Click on **Get Results** to see your results. Click on **Clear Filters** to remove filters. Choose or leave fields as **All** to maximize your search.

Keyword Search: Search Keywords in Resume
Job Phase: New Job or Position
Program: All
Master's Graduation Year: All
Graduation Term: All
Desired Industry: All
Desired Function: All
Desired City: Enter a city name here
Work Experience: All
Language Spoken: All
Language Written: All

✕ Clear Filters **Q Get Results**

The student name(s), email and resume name will appear and you may click on the two vertical dots to the right to **View Resume** or **Download Resume**.

<input checked="" type="checkbox"/>	Student	Email	Resume Name	
<input checked="" type="checkbox"/>	Patrece Hewitt <small>Comp-Finance - Fall 2017, All Students + Alumni, All Current Students, Current Job Seekers</small>	qphewitt@gmail.com	Patrece resume	⋮

Or you may click on **Action** to **Download Selected Resumes** or **Download All Resumes** or to **Export Selected Students** or **Export All Students** to an Excel spreadsheet.

Displaying 1 resume(s) for 1 of 1 student(s) Action ▾

<input checked="" type="checkbox"/>	Student	Email	Resume Name	
<input checked="" type="checkbox"/>	Patrece Hewitt <small>Comp-Finance - Fall 2017, All Students + Alumni, All Current Students, Current Job Seekers</small>	qphewitt@gmail.com	Patrece resume	⋮

Resume Books

This feature allows you search for and download student resume books. You can type in the name of the resume book or you can apply the filters listed from the following fields below by clicking on the drop-down menus and selecting your search preference (s). Click on **Get Results** to see your results. Click on **Clear Filters** to remove filters. Choose or leave fields as **All** to see to see all resume books.

Name Search:	Student Group:	Academic Year:	Status:
<input type="text" value="2017-2018 Graduating Students"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>
<input type="button" value="x Clear Filters"/>			<input type="button" value="Q Get Results"/>

Results Found: 1

Name	Description	Status
2017-2018 Graduating Students	This book contains the resumes of those students graduating in December 2017 and seeking FT jobs.	Unpublished

Once you click on the name of the resume book, you can view the **Resume Book Details** such as the description, the start and end date in which students submitted resumes to the book, the academic year of the students and the student group; e.g., current job seeker, internship seeker, etc.

2017-2018 Graduating Students **Unpublished**

[◀ Back to List](#)

Resume Book Details Resumes

Description

This book contains the resumes of those students graduating in December 2017 and seeking FT jobs.

Resume Book Details

Student Application Start Date 7/8/2017, 8:00 AM
Student Application End Date 7/16/2017, 11:30 PM
Academic Year 2017-2018

Who Can Apply

Student Group Current Job Seekers

To view the resumes, select **Resumes** at the top of the page.

Resume Book Details **Resumes**

-- Saved Filters --
[+ Add Filter](#)
[+ Save Filter As...](#) [✕ Clear Filters](#) [Get Results](#)

Please note: A resume must be in PDF format in order to be approved. If needed, please see [instructions](#) for converting word files to PDF.

Applied Students

Results Found: 1 [Action](#)

Applicant	Email	Resume	Export All to CSV (1)
Patrece Hewitt	qphewitt@gmail.com	📄 🔍	

See the list of applicants. You can download the resumes by selecting **Download** in the top right corner of the page. You can also download by clicking on the icon under the word **resume**. You can view the resume by clicking on the magnifying glass under the word **resume**. To view the details of the resumes on a spreadsheet, click on **Action** and then **Export All to CSV (Spreadsheet)**. The spreadsheet will contain data such as: name, email address, program, graduation term, resume name, and application date.