



GTS Quick Reference Guide

Your browser must accept Cookies to utilize this application. Please use a Mozilla Firefox or Microsoft Internet Explorer browser when using GTS. This quick guide details how to create an account, [request a recruiting event or interviews and view and edit your contact information.](#)

Login

1. Open a web browser.
2. Point your browser to:
<http://www.chicagobooth.edu/corp/hire-students/gts>
3. Choose the appropriate link to login/create a new account.

Note: Please use your work email address when creating an account in GTS, not a gmail or personal email address.

View or Edit My Contact Information

On the My Dashboard tab, user contact information can be viewed or edited.

1. From the Profile Information box: click on the **View Profile** link.
2. The personal information in the system is displayed.
3. Click on the edit contact information link to edit the information displayed here.
4. When finished editing, click on the **Save** button.

View or Edit Your Organization Profile

On the My Dashboard tab, organization profile information can be viewed or edited.

1. From the Profile Information box: click on the **View Organization Profile & Contacts** link.
2. The organization profile is displayed.
3. Click on the edit Organization information link to edit the information displayed here.
4. When finished editing, click on the **Save** button.

Add a New Job Posting

This section will assist you with creating a *new* job posting. If you would like to add a new Recruiting Request for campus interviews, see the [Add a Recruiting Request](#) section below.

1. Locate the *Job Postings* tab.
2. Click on the green plus button to create a new job posting.

Job Posting Information

1. The *Organization Name* and *Organization Industry* are auto populated based upon your log-in.
2. In the *Organization Description* field, enter a brief organizational overview (note: this is not the job description).

3. Answer *Yes* or *No* to the question is this organization considered a start-up? (**required**)
4. In the *Job Title* field, note the title of the job you are posting (**required**).
5. In the *Target Audience(s)* field, select the appropriate audience (note: Chicago Booth job postings are viewable to all students and alumni; this field is informational and will provide candidates with information regarding your intended candidate pool) (**required**).
6. In the *Position Type* field, choose the appropriate option from the drop-down list (**required**).
7. In the *Job Level* field, select up to two job levels that apply to this position (**required**).
8. In the *Job Function(s)* field, select all job functions that apply to this position (**required**).
9. In the *Leadership Development/Rotational Program* field, select any choices that apply (**required**).
10. In the *Job Location(s)* field, select all locations that apply to this position (**required**).
11. In the *Job Location City/Cities* field, enter specific cities as they apply to this position.
12. In the *Job Description* field, enter your job description in the text box (**required**).
13. In the *Stock Options* field, select any choices that apply to this position.
14. In the *Profit Sharing* field, select any choices that apply to this position.
15. In the *Sign-on Bonus* field, select any choices that apply to this position.
16. In the *Year-end Bonus* field, select any choices that apply to this position.
17. In the *Relocation* field, select any choices that apply to this position.
18. In the *Work Authorization* field, choose the appropriate option from the drop-down list (**required**).
19. In the *Language Requirements* field, select any languages that are required.

Application & Interview Preparation

1. Identify resources you encourage candidates to review before applying/interviewing.
2. Select the appropriate interview styles that apply to your firm.
3. Select the appropriate evaluation criteria your firm uses during the interview process.

Application Information

1. In the *Job Application Method* field, select all application methods that apply to this position (**required**).
2. Enter corresponding email address and website information, as it applies to the selected application method.
3. In the *Additional Application Instructions* field, enter any additional application information you would like visible to candidates.
4. Enter a *Job Requisition Number* if applicable for the position.
5. In the *Application Deadline* field, click on the calendar to select the date you would like this position to expire (note: you can extend the deadline at a later date) (**required**).
6. In the *Optional Screening Questions* field, select the box if you would like candidates to answer additional yes/no questions before applying for a job posting.

Note: Instructions continue on next page

Contact Information

1. Answer *Yes* or *No* to the question of sharing your contact information with candidates **(required)**.
2. The *Contact Name* field is auto populated based on your GTS account; edit for this job posting, if necessary **(required)**.
3. The *Contact Title* field is auto populated based on your GTS account; edit for this job posting, if necessary **(required)**.
4. The *Contact Email* field is auto populated based on your GTS account; edit for this job posting, if necessary **(required)**.
5. The *Contact Phone* field is auto populated based on your GTS account; edit for this job posting if necessary.
6. In the *Additional Notes* field, enter any additional information you would like the candidates to see regarding contact information for this position.
7. Click on the **Save** button.
8. Your position is pending until approved by the Chicago Booth Career Services team. You will receive an email confirmation once the position is live in the candidate system.

Add a New Recruiting Request for Campus Interviews or Events

1. Locate the *Recruiting Requests* tab.
2. Scroll down and select the appropriate green plus button to begin the process of adding new requests.
 - a. Full Time Interviews – Second Year MBAs
 - b. Internship Interviews – First Year MBAs
 - c. Corporate Conversation
 - d. Corporate Networking Nights (CNN)
 - e. Meet-n-Greet

Full Time Interviews – Second Year MBAs or Internship Interviews – First Year MBAs:

1. In the *Job Title* field, enter the job title **(required)**.
2. In the *Visit Scheduling Type* field, check your preferred option **(required)**.
3. In the *# Schedules* field, choose the number of schedules (note: this is equivalent to the number of interview rooms) **(required)**.
4. In the *Back-to-Back* field, select yes or no, Back-to-Back schedules allow you to have two consecutive interviews with each candidate **(required)**.
5. In the *Select Interview Length* field, choose the appropriate option **(required)**.
6. In the *Application Options* field, check the appropriate option(s).
7. In the *Job Functions* field, choose up to five job functions **(required)**.
8. In the *Work Authorization* field, check the appropriate option **(required)**.
9. Next to the *Date Preference* fields, click on the calendar icon to enter dates **(required)**.
10. In the *Respect Slot Count* field, answer *Yes* or *No* to respect slot count **(required)**.



Note: Selecting “no” for respect slot count greatly improves the likelihood that your interview schedules will remain full. In the event your bid slots are not filled, we will fill these slots with students from your alternate list. If your invite slots are not filled, we will fill invite slots with students from the bid list.

11. In the *Comments for Career Services* field, enter any comments for Career Services.
12. Click on the **Submit** button.
13. Additional interview schedule requests may be made from the **Recruiting Requests** tab
14. Select the appropriate plus button to begin the process of adding new requests.

For Corporate Conversation requests:

1. In the *Title* Field, enter the title of your event.
2. In the *Desired Audience* field, check all audience options that apply to this event **(required)**.
3. In the *Job Functions* field; select all job functions that apply to this event (up to five) **(required)**.
4. In the *Work Authorization* field, select the appropriate option **(required)**.
5. Next to the *Date Preference* fields, click on the calendar icon to enter dates **(required)**.
6. Next to the *Time Preference* fields, enter your preferred event times **(required)**.
7. Next to the *Location Preference* fields, select the one of the options from the drop-down **(required)**.
8. In the *Event Description* field, enter a description for the event.
9. In the *Comments or Special Requests* field, enter any comments or special requests.
10. Click on the **Submit** button.
11. Additional Corporate Conversation requests may be made from the *Recruiting Requests* tab
12. Select the appropriate plus button to begin the process of adding new requests.

For Corporate Networking Night (CNN) requests:

1. In the *Preferred Event* field, select the appropriate event date **(required)**.
2. In the *Comments or Special Requests* field, enter any comments or special requests.
3. Click on the **Submit** button.
4. Additional CNN requests maybe made from the **Recruiting Requests** tab
5. Select the appropriate green plus button to begin the process of adding new requests.

For Meet-n-Greet requests:

1. In the *Title* Field, enter the title of your event.
2. In the *Desired Audience* field, check the audience option that applies to this event **(required)**.
3. In the *Job Functions* field; select all job functions that apply to this event (up to five) **(required)**.
4. In the *Work Authorization* field, select the appropriate option **(required)**.
5. Next to the *Date Preference* fields, click on the calendar icon to enter dates **(required)**.
6. Next to the *Time Preference* fields, enter your preferred event time **(required)**.
7. In the *Preferred Duration* field, select the appropriate choices from the drop down **(required)**.
8. For the *Signup Required* field, select yes or no **(required)**.
9. In the *Event Description* field, enter a description for the event.
10. In the *Comments or Special Requests* field, enter any comments or special requests.
11. Click on the **Submit** button.

Add Job Description for Campus Interviews

1. Locate and click on the **Campus Interviews** tab at the top of the page.
2. Click on the job title to go to the Main tab of the Interview Details screen.
3. Click **edit interview information** – you'll see this on the right side of the screen next to a small pencil icon
4. Complete the required fields and click the **Save** button. GTS will collect applications for all campus positions. Additional application methods are optional based on employer needs.

View Applications for Campus Interviews

1. Applications are available via GTS only after the application deadline has passed
2. Locate and click on the **Campus Interviews** tab at the top of the page.
3. Click on the job title to go to the Main tab of the Interview Details screen. Your invitation list deadline will appear on this page in red.
4. Click on the **Invite List** tab. From here you may view applications, print applications, or forward applications to a colleague.

Select Students for Your Invitation List

1. Locate and click on the **Campus Interviews** tab at the top of the page.
2. Click on the job title to go to the Main tab of the Interview Details screen. Your invitation list deadline will appear on this page in red.
3. Click on the **Invite List** tab
4. To select a student click the **invite** radio button next to the student's name
5. To deselect a student, click the red **deselect** button
6. Click on the **alternate** radio button to select students for the alternate list. Alternates will be ranked in the order in which they are entered. To re-order you alternates, click the green **re-rank** button.
7. To select a student who did not submit an application, click the green **add candidate** plus button. Then enter the candidate's last name and click **Find Candidate**. Click the invite radio button to include this student on your invitation list.
8. When you have entered your invitation list and any alternates, click the Finalize lock icon to send your invitation list to Career Services. After your list has been finalized, any changes will need to be made through your Relationship Manager.