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.

Booth Alumni

All Booth Alumni using their Chicago Booth email address will use their Chicago Booth username and password when logging into GTS. If you will be using your company email address, please use the Non-Booth link. If this is the first time logging into GTS, follow these instructions:

1. Open a web browser.
2. Point your browser to: https://gts.chicagobooth.edu/SingleSignOn/Chicago/EmployerLogin.aspx?jprid=14&rprid=13.
3. In the *Username:* field, type your Chicago Booth username.
4. In the *Password:* field, type your Chicago Booth password.
5. Click on the **Sign In** button.
6. Fill out the pertinent information on the next screens.
7. Proceed to the **Add an On-Campus Recruiting Request** section.

Note: If you have forgotten your email password *and* have set up security questions and answers, visit the Booth portal home page to reset your password.

If you have not set up your security questions and answers, please contact the helpdesk to get your password reset, then login to the portal to setup your security questions and answers.

Returning Users - Login

1. Open a web browser.
2. Point your browser to: https://gts.chicagobooth.edu/Employers/Login.aspx?jprid=14&rprid=13.
3. In the *Username:* field, type your Chicago Booth username.
4. In the *Password:* field, type your Chicago Booth password.
5. Click on the **Sign In** button.
6. Proceed to the **Add an On-Campus Recruiting Request** section.

New Users - Create an Account

1. Open a web browser.
2. Point your browser to: https://gts.chicagobooth.edu/Employers/Login.aspx?jprid=14&rprid=13.
3. Click on the **Create a New Account** link next to 1st time users.
4. On the *Create Your Account* screen, enter the required information.
5. Click the **Create Account** button.
6. Fill out the pertinent information on the next screens.
7. While your account is pending approval, you may continue by requesting on-campus interviews or a recruiting event(s) through this system.
8. Click on the **Continue** button.
9. You are taken to your dashboard.

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.

Add a New Job Posting

1. On the *My Dashboard* tab, locate the *Job Postings* box.
2. Click on the **Post a Job** link.

Job Posting Information

1. The *Hiring Organization* and *Organization Industry* are auto populated based upon your log-in.
2. In the *Organization Description*: field, enter a brief organizational overview
3. In the *Job Title* field, note the title of the job you are posting (required).
4. In the *Job Audience* field, select the appropriate audience (note: Chicago Booth job postings are viewable to all students and alumni; this field is informational and will provide more information regarding your intended candidate pool).
5. In the *Position Type*: field, choose the appropriate option from the drop-down list.
6. In the *Job Function*: field, select all job functions that apply to this position.
7. In the *Job Location*: field, select all locations that apply to this position.
8. In the *Job Location City/Cities*: field, enter specific cities as they apply to this position.
9. In the *Job Description* field, enter your job description in the text box.
10. In the *Work Authorization* field, choose the appropriate option from the drop-down list.
11. In the *Language Requirements* field, select all languages that apply to this position.

Application Information

1. In the *Preferred Application Method* field, choose the appropriate option from the drop-down list.
2. Enter corresponding website and email address 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. 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 another date if your recruiting process deems it necessary).
5. 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.

Contact Information

1. The *Contact Name* field is auto populated based on your GTS account; edit for this job posting, if necessary.
2. The *Contact Title* field is auto populated based on your GTS account; edit for this job posting, if necessary.
3. The *Contact Email* field is auto populated based on your GTS account; edit for this job posting, if necessary.
4. The *Contact Phone* field is auto populated based on your GTS account; edit for this job posting if necessary.
5. In the *Additional Notes* field, enter any additional information you would like the candidates to see regarding contact information for this position.
6. Click on the **Save** button.
7. 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 an On-Campus Recruiting (OCR) Request

1. On the My Dashboard tab, locate the *On-Campus Recruiting – Add New OCR Request* box.
2. Scroll to the bottom of the box, locate the *OCR Event Type*: dropdown.
3. Click on the **drop-down arrow**.
4. Select the appropriate option.
    a. Full Time Interviews – Second Year MBAs.
    b. Internship Interviews – First Year MBAs.
    c. Single Firm Corporate Conversation (SFCC).
    d. Multi-Firm Corporate Conversation (MFCC).
    e. Corporate Networking Night (CNN).
5. Click on the **Go!** button.
6. Read the **Recruiting Policies**.
7. Check the **Yes, I have read and agree to the terms and conditions of user agreement** check box.
8. Click on the **Submit** button.

Note: Recruiting Policies may or may not appear. If you have already agreed to the policies, you may not see the policies screen again.

Add Job Description for On-Campus Recruiting

1. From the **My Dashboard** tab, click on the **On-Campus Interviews** link 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 on-campus positions. Additional application methods are optional based on employer needs.

View Applications for On-Campus Recruiting

1. Applications are available via GTS only after the application deadline has expired From the My Dashboard tab, click on the **On-Campus Interviews** link 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. From here you may view applications, print applications, or forward applications to a colleague.

Select Students for Your Invitation List

1. From the My Dashboard tab, click on the **On-Campus Interviews** link 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 your 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.

Add New OCR Request

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

1. In the *Job Type*: field, select the appropriate job type.
2. In the *Job Title*: field, enter the job title.
3. In the *# Schedules*: field, choose the number of schedules.
4. In the *Back-to-Back*: field, enter the number of back to back schedules (back to back schedules can only be requested in even numbers).
5. In the *Select Interview Length*: field, choose the appropriate option.
6. In the *Application Options*: field, check the appropriate option.
7. In the *Job Functions*: field, select all job functions that apply to this position.
8. Next to the *Date Preference*: fields, click on the calendar icon to enter dates.
9. Select the appropriate option next to *Crossover*.
10. In the *Comments for Career Services*: field, enter any comments for Career Services.

11. Click on the **Save** button.

Note: Selecting crossover greatly improves the likelihood that your interview schedules will remain full. In the event your bid waitlist is exhausted, we will fill these slots with students from your alternate waitlist. If your alternate waitlist is depleted, we will fill invitational interview slots with students from the bid waitlist.

12. Additional interview schedule requests may be made from the **On-Campus Requests** tab.
13. Select the appropriate  to begin the process of adding new requests.

For Single Firm Corporate Conversation (SFCC) requests:

1. In the Desired Audience: field, check all audience options that apply to this event.
2. In the *Job Functions*: field, select all job functions that apply to this event.
3. Next to the *Date Preference*: fields, click on the calendar icon to enter dates.
4. Next to the *Time Preference*: fields, check the check box next to the appropriate choices.
5. Next to the *Location Preference*: fields, select the appropriate choices from the drop-down.
6. In the *Comments or Special Requests*: field, enter any comments or special requests.
7. Click on the **Save** button if no new requests are necessary.
8. Click on the **Save & Add Another** button if additional requests are necessary.

For Multi-Firm Corporate Conversation (MFCC) requests:

1. In the Desired Audience: field, check all audience options that apply to this event.
2. In the *Job Functions*: field, select all job functions that apply to this event.
3. Next to the *Date Preference*: fields, click on the calendar icon to enter dates.
4. Next to the *Time Preference*: fields, check the check box next to the appropriate choices.
5. Next to the *Location Preference*: fields, select the appropriate choices from the drop-down.
6. In the *Comments or Special Requests*: field, enter any comments or special requests.
7. Click on the **Save** button if no new requests are necessary.
8. Click on the **Save & Add Another** button if additional requests are necessary.

For Corporate Networking Nights (CNN) requests:

1. Select the Preferred Event date, time and audience from the Preferred Event: field.
2. Additional fields will appear.
3. In the *Job Function(s)*: field, select all job functions that apply to this event.
4. In the Desired Audience: field, check all audience options that apply to this event.
5. In the *Comments or Special Requests*: field, enter any comments or special requests.
6. Click on the **Save** button if no new requests are necessary.
7. Click on the **Save & Add Another** button if additional requests are necessary.
8. To add additional requests, click on the **On-Campus Request** tab and repeat the process.