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
1. 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 slot s 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 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 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.