

Online application process step by step



BOSCH
Invented for life



Dear Applicant,

With the following instructions we want to make it easier for you to apply for a position within the Bosch Group. We want to take you through the different steps so you can quickly enter your data and documents in our system, which will in turn allow our HR department to do a speedy and diligent examination of your application. We wish you the best of success!

Please note for your orientation that the document is divided into 4 sections:

- Searching and Finding Jobs!
- Draw Up Your Application!
- Edit Your Candidate Profile!
- Check Out Other Functions!

Searching and Finding Jobs!

Our Job & Career sites will lead you directly to the job search.

Start your search by selecting one criterion or several criteria which you expect your job to offer or use the search by keywords. Multiple choices of individual criteria can also be achieved by highlighting your selection and simultaneously pressing the "CTRL" key.

Job Search

Are you looking for an interesting new job?
We are constantly looking for talented and motivated new associates who can contribute to the success of our company's employment opportunities!
You can restrict the search result by specifying search criteria

Full Text Search
Keywords:
Search Method: With at least one of the words

Search Criteria for Employment Opportunities

Functional Area: Application
Controlling, Accounting & Finance
Corporate Communication & PR
Design

Country: Germany
India

Contract Type: Permanent
Temporary

The results of your search will be displayed as a list of results. Get more details of the individual search results. The search results will open when you click on the job description for the position.

Job Search

Are you looking for an interesting new job?
We are constantly looking for talented and motivated new associates who can contribute to the success of our company's employment opportunities!
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Search Criteria for Employment Opportunities

Functional Area: Application
Controlling, Accounting & Finance
Corporate Communication & PR
Design

Country: Germany
India

Contract Type: Permanent
Temporary

The search was not restricted

Job Title	Position	Country	Region	Job ID	Reference Code	Publication Date
Software Development (m/f)	Research & Development	Germany	Stuttgart	39954020	39954020	21.08.2012
Application of Bosch Components Ltd.	Manufacturing	Germany	Stuttgart	39954014	39954014	21.08.2012
Software Development (m/f)	Software Development	Germany	Stuttgart	39954009	39954009	21.08.2012
Software Development (m/f)	Research & Development	Germany	Stuttgart	39954008	39954008	21.08.2012
Software Development (m/f)	Research & Development	Germany	Stuttgart	39954007	39954007	21.08.2012
Software Development (m/f)	Research & Development	Germany	Stuttgart	39954006	39954006	21.08.2012
Software Development (m/f)	Research & Development	Germany	Stuttgart	39954005	39954005	21.08.2012
Software Development (m/f)	Research & Development	Germany	Stuttgart	39954004	39954004	21.08.2012
Software Development (m/f)	Research & Development	Germany	Stuttgart	39954003	39954003	21.08.2012
Software Development (m/f)	Research & Development	Germany	Stuttgart	39954002	39954002	21.08.2012
Software Development (m/f)	Research & Development	Germany	Stuttgart	39954001	39954001	21.08.2012
Software Development (m/f)	Research & Development	Germany	Stuttgart	39954000	39954000	21.08.2012



If you wish to receive more information on the job, open the job advertisement through the link for the position offered.



If you are interested in the job, apply by clicking on the “**APPLY**” button.

Enter your **name & email address** (2) in the next window and confirm that you have read the data privacy agreement (3). The agreement on protection and privacy of data can be reached by using the link.

If you are using our eRecruiting system for the first time, please read our information on data privacy. You will not be able to use our system without having taken duly note of the data privacy policy.

You can now save your data and will subsequently access an application assistant which will support you in drawing up your application. Simultaneously, you will receive an **email with your access data** for later editing of your candidate profile. In case that you have already registered your profile in our candidate pool, you may go directly to your profile.



Draw Up Your Application!

The application assistant takes you through up to nine separate steps, in which you may enter different types of data.



Personal Data

This is where you can edit your personal data. Your email address and name have already been initialized from your registration. Giving us a postal address is not absolutely necessary, since we will be communicating through email. Click forward to the next step and your entries are saved.

Important: We will generally contact you via email. Therefore, please make sure that your email address is correct.

Application Wizard [Display Job Posting "Academic worker"](#)

Please provide us your name and contact dates.

Form of Address:
 Academic Title:
 First Name: * Middle Name:
 Last Name: *

Address

Street/House Number:
 Additional Information:
 Country: Region:
 City: Postal Code:

Communication Data

E-Mail: *
 Telephone Private: Telephone Mobile:
 Which telephone number would you prefer us to use to contact you?
 Preferred Telephone Number:


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☑ Training

This is where you may enter your education, training and/or further personal development in various details. It will be of assistance to the HR department in getting a complete assessment of your professional background. Mandatory fields are marked by an asterisk (*).

Application Wizard [Display Job Posting "Academic worker"](#)

1 Personal Data 2 **Education/Training** 3 Work Experience 4 Qualifications 5 Questionnaire 6 Attachments 7 Additional Information 8 Send Application 9 Completed

← Previous step | Work Experience →

Please give us details about your education and training history.
For a better evaluation of your profile we request at least your highest degree.

Start Date	To	Institution	City	Country	Category of Degree	Grade/Result	Highest Education
01.09.2009	31.08.2011	University of Queensland	City	New Zealand	Master	A	<input type="checkbox"/>

Add | Edit | Delete

Highest Education:

Institution: *

Start Date: To:

Country: *

City: *

Type of education: *

Field of Education: * Title/Area of Study:

Category of Degree: *

Grade/Result:

Save | Cancel

← Previous step | Work Experience →

Kindly make a note of the information we provide under “Frequently Asked Questions”.

☑ Work Experience

You may also document the various stages of your professional career in the system. You can successively make a number of entries. .

Application Wizard [Display Job Posting "Academic worker"](#)

1 Personal Data 2 Education/Training 3 **Work Experience** 4 Qualifications 5 Questionnaire 6 Attachments 7 Additional Information 8 Send Application 9 Completed

← Previous step | Qualifications →

What is your previous and current work experience?
Please list all work relationships (external and internal) until today to give a more detailed impression of your professional experience.

Start Date	To	Employer	City	Country	Job Title
01.09.2011	31.01.2012	Robert Bosch GmbH	Stuttgart	Germany	Intern

Add | Edit | Delete

Employer:

Start Date: To:

Country:

City:

Industry: Functional Area:

Job Level:

Job Title:

Further information:

Present Employer:

Save | Cancel

← Previous step | Qualifications →


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☑ Qualifications (optional)

Stating your qualifications and the degree of proficiency achieved for a qualification helps you to fine-tune your profile. When applying directly on a job position, the application wizard will only show qualifications which are relevant for the selected job. In this case, your personal judgment is urgently required. You can enter your data by clicking on “add”. If the button is grey and no selection is possible, please continue directly with the next tab.

Application Wizard Display Job Posting "Academic worker"

1 Personal Data 2 Education/Training 3 Work Experience **4 Qualifications** 5 Questionnaire 6 Attachments 7 Additional Information 8 Send Application 9 Completed

← Previous step Questionnaire →

Click on "add" to maintain the required qualifications relevant for this position. Please rate yourself concerning all listed qualifications in all qualification groups. If no selection is possible please continue directly with the next step.

In your candidate profile you can maintain all your qualifications independent from a single position.

Qualification Group	Qualification	Proficiency
Corporate Communications & PR	Corporate Citizenship	Basic
Corporate Communications & PR	PR Management	Specialist
General Management	Political economics	Specialist
General Management	Strategy Development	Expert
General Working Methods	Sales Techniques	Basic
Languages	English	Competent (C2)
Languages	German	Native speaker

Add Edit Delete

Corporate Communications & PR General Management General Working Methods **Languages**

Selected	Qualification	Other Information	Proficiency
<input checked="" type="checkbox"/>	English	1	Competent (C2)
<input checked="" type="checkbox"/>	German	1	Native speaker
<input type="checkbox"/>	Spanish	1	Not rated

Save Cancel

← Previous step Questionnaire →

Application Wizard Display Job Posting "Application Engineer Product Application"

1 Personal Data 2 Education/Training 3 Work Experience **4 Qualifications** 5 Attachments 6 Additional Information 7 Send Application 8 Completed

← Previous step Attachments →

You can select the qualification groups by clicking the appropriate tab and rate the corresponding qualifications/competencies relevant for you.

Qualification Group	Qualification	Proficiency
No qualifications maintained		

Edit Delete

← Previous step Attachments →

You also have the opportunity to enter qualifications at a later date when updating your profile. HR departments may be looking for specific qualifications and come across your profile, but only if you authorize them to have access.

☑ Questionnaire (optional)

It is possible that a list of questions will be displayed. These questions have been drawn up by the HR department in conjunction with the specialist department and



serve to provide targeted, job-specific information. Such a questionnaire is not always available.

Application Wizard Display Job Posting "Academic worker"

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Questionnaire 6 Attachments 7 Additional Information 8 Send Application 9 Completed

◀ Previous step Attachments ▶

Please answer the following questions to give more details for evaluation. You can change the information in the questionnaire at any time until you submit your application

CN_Questionnaire_Key Criteria_1 (2)

Reset

How many years of professional experience do you have in the relevant area? *

Not Specified

0

< 1

1-3

+ 5

Reset

◀ Previous step Attachments ▶

Attachments

You may enclose attachments to your profile relevant for your application up to a total size of 4 MB, e.g. a resume, references or certificates. The following file formats are accepted:

- Adobe Acrobat (*.pdf)
- Microsoft Word (*.doc, *.docx, *.rtf)
- Microsoft Excel (*.xls, *.xlsx)
- Microsoft Powerpoint (*.ppt, *.pptx)
- Selected image files (*.jpg, *.jpeg)

Please note that unfortunately no text files (.TXT) and compressed files (.ZIP) can be uploaded.

Uploaded attachments will be saved in your profile – which means that all attachments will be displayed in all your applications.

In case you wish to write a letter of motivation for a specific job, kindly enter the text in the corresponding application wizard under the tab “Additional Information” in the free text field opening up (see next step).


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Application Wizard
[Display Job Posting "Academic worker"](#)

[Previous step](#) [Additional Information](#)

Do you want to give us more detailed information?

You can attach documents with up to 4MB to complete your profile (e.g. resume, certificates). The following file types can be uploaded: DOC, PDF, JPEG, JPG, RTF, PPT, JPG, XLS, DOCX, PPTX, XLSX

Attachments will be visible for all applications. Please add information regarding a specific position (e.g. cover letter) in the next step under "Additional Information".

Document Title	Attachment Type	Language
Resume	Resume	English

Document Title:
 Attachment Type:
 File:

[Previous step](#) [Additional Information](#)
 Additional Information

We are eager to learn your motivation for this job and why you want to change from your present position. Why do you feel you are the right person for the job or the Bosch Group and what do you believe you can contribute to the success of the company? You may also add other personal detailed information (e.g. hobbies, personal goals, publications, etc.).

Application Wizard
[Display Job Posting "Academic worker"](#)

[Previous step](#) [Send Application](#)

Where did you find out about us?

 Application Source Type:
 Application Source:
 Other Information:

 Member of Talent program:

 Available From: Available To:

What would you like to tell us additionally?

Please provide more details about your motivation to apply for this job. Insert here your short application cover letter for this position.

[Previous step](#) [Send Application](#)
 Send Application

This is where you may check your data once more in the overview and release your profile for the Bosch Candidate Pool or respectively block it, if you are not interested to change anymore.



On this page, you may authorize the access on your profile, so that the HR department will be able to find your profile in the Bosch Candidate Pool.

Application Wizard [Display Job Posting "Academic worker"](#)

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Questionnaire 6 Attachments 7 Additional Information 8 **Send Application** 9 Completed

Previous step Send Application

You can now submit your application.

We will carefully examine your application and your profile and will inform you accordingly as soon as possible.

If you want to be considered for other employment opportunities apart from this application, you must release your candidate profile. Your personal data as well as data related to your former applications will then be accessible worldwide by recruiters of the Bosch Group. Please see also our Data Privacy Statement [Data Privacy Statement](#)

I want to be considered for other open job vacancies and release my profile.

Previous step Send Application

1 / 3 110% Unterschriften Suchen

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Data Overview External Candidate

Profile is locked

Personal Data

Form of Address, Academic Title	Last Name
Ms.	Müller

Your application has been successfully mailed if the system displays the corresponding message.

Application Wizard [Display Job Posting "Academic worker"](#)

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Questionnaire 6 Attachments 7 Additional Information 8 Send Application 9 **Completed**

Thank you for applying. Your application was sent successfully. Within the next 24 hours you will get a confirmation of receipt from us.

You can access your candidate profile on our Job & Career Website via "Login for registered applicants". There you can add further information to your profile and use additional functionalities such as activating a job-agent.

You can now close this window.

The confirmation of receiving your application will be mailed to the registered email address within a few minutes. Immediately following the mailing of your application, the HR department will have it available for examination.



Edit Your Candidate Profile!

The data you registered are accessible any time in your candidate profile. To access your candidate profile, enter your user name and pass word, which have been sent to you by email following your first registration. You may now edit your profile, for example through enter further details concerning in the section education, work experiences and qualification. Moreover, you can release your profile for our Bosch Candidate Pool and use several other interesting functions.

The Bosch Candidate Pool

The Bosch Candidate Pool is a platform which allows you to make your profile available to the HR departments of the Bosch Group in several countries and to update it accordingly.

When applying to the Bosch Group for the first time, you register and an individual candidate profile is set up for you. This candidate profile contains the data relevant for the application, so you may be able to use them for future applications. Other functionalities are also available to you, such as a status report of all applications, automatic messaging and different possibilities for the job search.

You may also authorize your candidate profile for publication in the Bosch Candidate Pool. This allows all HR departments worldwide to access your profile and to consider you for vacancies to be filled. Your profile may be found in an active search conducted by the HR departments of the Bosch Group when they are searching for specific criteria which you meet. In other words, the more diligently you update your candidate profile and also following authorize the accessibility of your profile, the better are your chances to be considered in the filling of positions.

Of course, you may block access to your profile at any time. The associates in the HR departments of the Bosch Group will not have access to your data for this period of time. On the other hand, you may unblock your data again whenever you wish.

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Changing the User Name

You may change your user name if necessary. However, this is not usually the case.

Deleting the Registration

This is where the registration and thus all profile data can be deleted. Potentially active applications are automatically withdrawn in the process. Kindly contact the respective HR department before undertaking this action.

Editing the Profile Data

Analogue to the application steps described above, you may change or edit your profile data here. They will become automatically available for the next application.

Note: Modifications in your candidate profile will also be displayed in your existing active applications.

In addition, you may also add further details regarding your training, professional experience or qualifications.

Personal Settings

In Personal Settings, you may choose the display format for your data overview. We recommend you chose PDF. Moreover, you may choose the language in which you wish to correspond with us.

The screenshot shows the 'Personal Settings' page. At the top, there are three tabs: 'Overview', 'Candidate Profile', and 'Employment Opportunities'. Below these, there are two sub-tabs: 'My Profile' and 'Personal Settings'. The main heading is 'Personal Settings'. Below this, there is a question: 'Would you like to tailor your pages to suit your personal requirements?'. Underneath, there are two sections: 'Basic Settings' and 'General Settings'. In the 'Basic Settings' section, there are two dropdown menus: 'Date Format' (set to 'DD.MM.YYYY') and 'Decimal Notation' (set to '1.234.567,89'). In the 'General Settings' section, there are two dropdown menus: 'Display Format for Data Overviews' (set to 'PDF') and 'Preferred Language' (set to 'English'). A red box highlights these two dropdown menus. At the bottom left, there is a 'Save' button.


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Qualifications

You are free to enter all of your qualifications that you consider relevant in your candidate profile. The HR departments then have a chance to search for these qualifications in the Candidate Pool.

Selected	Qualification	Other Information	Proficiency
<input type="checkbox"/>	Accounts payable		Not rated
<input type="checkbox"/>	Accounts receivable		Not rated
<input type="checkbox"/>	Asset Accounting		Not rated
<input type="checkbox"/>	Company consolidation		Not rated
<input type="checkbox"/>	Customizing SAP		Not rated
<input type="checkbox"/>	Financial statement		Not rated
<input type="checkbox"/>	Financing		Not rated
<input type="checkbox"/>	General ledger, Provisions, Compensation		Not rated
<input type="checkbox"/>	Hyperion Financial Management (HFM)		Not rated
<input type="checkbox"/>	IFRS; Local US GAAP		Not rated

Row 1 of 15

Description of Proficiencies

Not rated: -
 None: No knowledge / Qualification
 Basic: Theoretical knowledge with little practical experience, need support.
 Competent: Lot of experience in applying knowledge to new and changing contexts.
 Specialist: Work independently, solve complex problems intuitively and find new solutions. Can coach and instruct others to come to a specific solution.
 Expert: Breadth and depth of qualification are usually unique. Sets technical/methodological standards for the organization or industry.

Click on the icon highlighted in the right hand corner and a list with all qualification areas to choose from will pop up. You can now enter all of your relevant qualifications for your candidate profile.

- Accounting
- Application
- Controlling
- Corporate Communications & PR
- Design
- General Management
- General Working Methods
- Hardware Development
- Human Resources
- Information Technology
- Languages
- Logistics
- Manufacturing
- Marketing
- Others
- Purchasing
- Research & Development
- Sales Commercial
- Sales Industrial
- Sales Technical
- Simulation
- Software Development
- Testing



Preferences

A new tab has been added to make updating of your candidate profile more convenient - preferences. You may select different criteria which you consider necessary or desirable in the future job you are looking for (e.g. stating a specific region). Please document in the field "further details" a specific country/specific location you are interested in. The HR departments take these criteria into account when searching in the Bosch Candidate Pool.

Overview Candidate Profile Employment Opportunities

My Profile Personal Settings

My Profile

1 Personal Data 2 Organizational Data 3 Education/Training 4 Work Experience 5 Qualifications 6 Preferences 7 Attachments 8 Overview and Release 9 Completed

4 Previous step Attachments

Specify your expectations and preferences for a new job within the Bosch Group.

You can also describe your preferences in your own words in addition to the predefined selection options.

Contract Type: Permanent

Employment Fraction: Full Time

Willingness to Travel: 0% Willingness to Relocate: Yes

Further information:

Employment Preferences Desired Work Location

What kind of job would you like to have?

Organizational Area	Functional Area	Job Level
Automotive Aftermarket (AA)	Human Resources	1 - 3 years
Add	Sales Commercial	Add

4 Previous step Attachments



Check Out Other Functions!

Our system makes more very convenient functions available to you once you are registered.

Search by Jobs

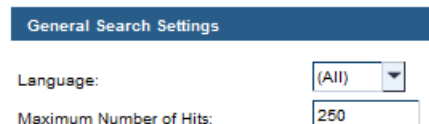
There are several options to search for interesting jobs.

You can click on the link “job search” and find the right job for you by selecting certain listed criteria. Keep the “Ctrl” key pressed to highlight more than one criterion. Alternatively, you can search via the free text search by entering key words which are likely to be linked to the job you are looking for and thereby find attractive postings.


Search results will be displayed in a result list. It also contains more detailed information on a specific job and allows you to apply directly for it. You may also save your search by specific search criteria and use it at a later date (active search).

Please also note our FAQs on the internet page for information in detail concerning the job search. Besides, you get further information via the link [Notes on Search](#) on the right hand side of the job search.

Language and maximum number of hits can be selected from a drop-down menu in search settings.

A screenshot of a web interface titled "General Search Settings". It features two settings: "Language:" with a dropdown menu currently set to "(All)", and "Maximum Number of Hits:" with a text input field containing the number "250".

General Search Settings	
Language:	(All) ▾
Maximum Number of Hits:	250

To do this, click on this icon  down on the right side of the bar “General Search Settings” and change your search settings for the number of hits for a search.



Search by Reference Code

The reference code is displayed in the job advertisement and may also be used for searching. With the link “Search by Reference Code” after entering the reference code you find the corresponding job advertisement.

Overview Candidate Profile Employment Opportunities

Job Search Application via Reference Code Favorites My Applications Job Agents

Application via Reference Code

Are you interested in a new challenge?

Use the reference code search if you already know which job posting you want to apply for and you know the reference code for it.

Enter the reference code to submit an application

Do you know the reference code of the job publication? Enter the corresponding character string (not case-sensitive)

Reference Code:

Search Result: 0 Hits

Reference Code	Job Posting	Published	Application from
The Table does not contain any data			

Status of Your Applications

You may call up all your applications with the link “My Applications”. The current status of the application and date of application will also be displayed.

The candidate status will inform you of the current status of the application:

In draft: Your application has not been completed. You may call it up any time and complete it. Please make sure that the publication is still valid and whether the position has already been filled. While your application is in the status “in draft” associates of the HR departments cannot access your still incomplete application. You will not be considered in the staffing for this job.

In process: Your application is being processed by the HR department or has possibly already been referred to the responsible specialist department.

Withdrawn: You have withdrawn your application. It will not be given further consideration. Kindly inform the responsible HR department when you withdraw your application.

Closed: Unfortunately, we cannot consider your application for the staffing of this position.



Favorites

After a job search, you can tag interesting jobs in the result list as favorites. These favorites can later be easily called up with the link “favorites”; you can check them again and apply if you wish.

Overview Candidate Profile **Employment Opportunities**

Job Search Application via Reference Code **Favorites** My Applications Job Agents

Favorites

Do you want to apply for one of the bookmarked job postings?

On this page, you can see all the employment opportunities you bookmarked as interesting during the search.

Functional Area	Job Posting	Published	Country	Application from
Application	CN_WX_Testing Engineer	01.06.2010	China	
Einkauf	OSP Trainer	28.11.2011	Germany	

Job Agent

You can also generate a job agent with criteria defined in the job search, which will inform you at regular intervals by email of any new positions published (passive search). For this purpose you can select different search criteria and the frequency of messages (daily, weekly, monthly). Please note when selecting the search criteria for the job agent that the number of job agents you can generate is limited to five.

Overview Candidate Profile **Employment Opportunities**

Job Search Application via Reference Code Favorites My Applications **Job Agents**

Job Agents

Would you like to receive notifications about interesting job postings?

In the list below, you see your created job agents with the corresponding status.

Name of Job Agent	Job Agent Frequency	Status
Controlling, Finances	Weekly	Active
HR in China	Weekly	Active
Human Resources	Daily	Active
Information Technology	Monthly	Active
Marketing	Monthly	Active

Additional function: Notify me daily by e-mail if the requirements in a job posting match the information in my candidate profile.

The “additional function” of the job agent compares your profile with the requirements of our published job offers. By checking the box you activate this additional function. Consequently, you will receive an email with adequate job offers on a daily basis.

You can use this function independently of your established job agents.

Additional function: Notify me daily by e-mail if the requirements in a job posting match the information in my candidate profile.



Data Privacy

We treat your personal data with the strictest confidence as stipulated by the law. During electronic transmission, your data will be encrypted for your own protection to avoid unauthorized access.

You can find further information about data privacy in our [data privacy statement](#) on our Career Website.

Technical Information

Our online application system currently supports the following browsers:

- Internet Explorer 6 for Windows XP
- Internet Explorer 7 for Windows XP and Windows Vista
- Internet Explorer 8 for Windows 7, Windows XP and Windows Vista
- Firefox 3.5 for Windows 7, Windows XP, Windows Vista, Linux, MacOS

What Documents And Information Do You Need To Apply?

The most important data and facts (incl. references, grades, certificates) giving information on you personally, your career (professional and training/schooling) and your qualifications. Statements regarding your motivation should be entered in free text and you may also add attachments to your online application.

How Long Does It Take To Apply?

The first time, it will take you about 15 – 20 minutes to enter all data. Once you have your data memorized, applying for a specific job will only take minutes, since most of the data is already initialized from your online profile.

When Can I Expect A Feedback Concerning My Application?

If you send your application you get an automatically generated confirmation of receipt after a few minutes. Afterwards your application is processed soon and generally we approach you within 2-3 weeks.
