

Helpful Questions and Answers (Frequently Asked Questions) External Applicants



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Note: The masculine forms have been used in the following pages for the sake of simplicity. However, the statements naturally refer to both women and men.

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For the first time in the Bosch career portal

What should I take care of in the application?

Please always apply through our online application system. When you click on the “Apply” button on the job advertisement the application wizard opens. There are only a few fields integrated in the application wizard so that you can apply quickly. In your applicant profile, accessible via the “login” button at our Website, you can specify all your relevant information later on.

Write us in your motivation letter, why you are interested in the job and what motivated you to apply for it. You can enter your motivation letter for a specific application directly in the free text field of the application wizard. Alternatively, you can upload this letter as a document attachment to your applicant profile – then this motivation letter will be visible for all your applications (also in the future). In case you want to apply internationally you can upload motivation letters in different languages.

Please attach your school and study certificates, certificates of employment and any other relevant certificates or references to your applicant profile – you need to upload them only once. They will be displayed for all further applications.

How is the application process carried out?

If you have found an interesting job offer, please apply online by clicking the “Apply” button in the job advertisement. Subsequently, you should register yourself using your last name/email. We request you to mandatorily read our instructions for data protection. You cannot use our system without acknowledging the data privacy statement.

After your registration you are guided to an electronic application wizard which you can use to create your applicant profile. After sending the application, you always receive an application confirmation by email with your user data. Using this, you can directly log on to your candidate profile the next time.

After receiving your application, it is thoroughly checked by the responsible HR department and the functional department. Subsequently, we will contact you again.

**How long does it take to apply?**

For the first time you will require approx. 15 – 20 minutes to enter all your details. Once your details have already been specified applying for a job takes only a few minutes since most of the details will be copied from your candidate profile.

Can I continue to use my application data that I have entered once?

You will receive your user data by email after successful registration. Using this data, you can log on to your candidate profile starting from our career website at any time and modify it. All data fields entered in the application wizard will be saved automatically in your candidate profile and will be displayed for the next application. If you have maintained your profile your next application is automatically based on the updated data.

How long will my data be retained?

Your data is retained in our system till you delete your registration and your profile. (This way, all the data will be deleted). Moreover, your profile is deleted if you have not logged into the system during a time period of six months. Prior to that, you will receive an email with the request to log in once to our system within the next six weeks. If you do not do so your registration and your data will be automatically deleted.

I have applied for a particular job. Will my application be checked for other probable jobs also?

You can release your candidate profile for the Bosch applicant pool. This way, all Bosch HR departments all over the world will have access to your profile and can consider it during the allocation of vacancies. The rollout of this system is an ongoing project. You will find a current overview of all Bosch countries which have already access to the system on our website in the system.

Can I send an unsolicited application if I have not found any suitable job?

In Bosch, you can apply only for a specific job that has been advertised by an HR department. However, we do offer the option of unsolicited applications for particular application groups. Additional information on these application groups is available on our career pages in the internet. Please **do not use** the email address bosch.career.noreply@bosch.com to apply for a job. Emails to this address will not be read.

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Can I withdraw my application?

In your profile, you can view the status of your applications under the heading "My applications". Select the applications that you would like to withdraw by clicking on them and then select "Withdraw/delete" to withdraw them. Please inform your contact person in the responsible HR department accordingly.

Searching and Finding Jobs

How can I search for jobs?

There are various ways to search our job market.

On the one hand you can use the quick search on the start page of our career website. On the other hand you can click on the link "advanced job search" where you can search for suitable jobs according to particular predefined criteria or with a key word search. Hold the "Ctrl" button to select multiple values for one criterion. The results of the search are displayed in a results list. There, you can find detailed information about a job and you can also apply directly.

If you have already registered, please log into your profile and start the job search via the corresponding link on your personal start page. Here, you can also search via predefined criteria or key words. Furthermore, you have the additional options of saving a search with particular search criteria for later re-use (active search) or setting up a **job agent**, which informs you regularly by email about newly published jobs (passive search).

In principle all the job postings are posted as long as the HR department is actively searching for candidates.

How does the job agent support the job search?

With the help of the job agent you can get regularly information via email about published vacancies.

The job agent consists out of two parts:

With the first part you can save up to 5 job agents concerning your favored search criteria. Thereby, you can choose how often you want to receive information about new, appropriate vacancies.

When checking the box for the additional function, you activate the second part of the job agent. Thereby, you get an email with vacancies fitting to the data of your profile on a daily basis.



How can I search for jobs in a particular location?

There are two options of searching for jobs at a specific location. On the one hand, you can use the key word search (e.g. *Shanghai*). On the other hand, you can sort your result list according to the location. For this purpose, please use the corresponding arrows  in the column header to carry out an alphabetic sorting.

I know the reference code of a job and would like to view the detail!

The reference code is displayed on the job advertisement. With the link "Application via Reference code" on your personal pages, you can find the suitable job advertisement according to the reference code.

In case you are not yet registered, please use the link "Search by job reference code" on our career website.

How can I save interesting jobs for viewing later on?

After the search, you can mark interesting jobs on the result list as favorites. You can easily call these favorites through the link "Favorites", view them again and, if desired, apply for the jobs. If you have marked a job as favorite and would like to apply for it after a while you should first check if the job is still posted. Otherwise the position could already be closed.

The Bosch Candidate Pool

What is the candidate pool and what are the advantages offered by it?

The Bosch candidate pool is a platform that enables you to keep your profile updated and provide it to Bosch HR departments in some countries. You can find these countries in the country selection dropdown in the job search.

You register yourself with your first application in Bosch. At the same time an individual candidate profile is created for you. In this candidate profile, your application relevant data is saved so that you can use it for future applications. In addition, further functionalities are available to you such as a status overview of all your applications, automatic notifications and different options for the job search.

Moreover, you also have the option of opening your candidate profile for all the Bosch HR departments. Your profile can then be found by Bosch HR departments during a candidate search if it fulfils the particular criteria

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according to which the search is carried out. Thus, by opening your profile, you have better chances of being considered during the allocation of jobs within the Bosch Group.

You certainly have the option to lock your profile at any point of time. Bosch cannot access your data during this period. Later on, you have the option to release your data again.

How can I update my profile data?

You can log on to your candidate profile using your user data at any time and update or delete your data in the area "My profile".

Registration and Passwords

Why is the message, "This email address is already registered" displayed during the registration?

You have already registered with us using this email address or you have applied to us by post and your data has been electronically entered by us.

If you are registered with an employment agency, it could happen that your profile has already been created by a recruiter of the agency. In this case, please contact the respective employment agency.

I have forgotten my password. How can I enter my profile again?

Use the function "Password forgotten" during the login and enter your user name and/or your email address with which you have registered yourself. A new password will be sent to you by email which you have to change during the next login.

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My Candidate profile – General Questions

Can I terminate the entry of the profile data?

You can terminate the entry of your profile data at any time. Please consider saving the data before terminating it, e.g. by changing to the next tab. If the processing is terminated without saving the data entered till then are lost.

Immediately after successful registration, you will receive your user data from us by email. This (user data) enables you to exit the application wizard at any time and to continue filling it at a later point of time. The job you applied for is displayed in your profile in the section “My applications” in the status draft. Entries that you have made till then are automatically saved. Your application data are visible to us only after sending the application and can only then be considered in the process of selecting the job.

Please note that you are automatically logged out of the system after 60 minutes of inactivity for security reasons. The data entered till then will be saved.

What happens when I change my profile while having an application already in process?

Changes in your candidate profile will show immediately after saving them for all current and future applications.

How secure are my profile data?

The safe transmission of your data and the adherence to data security regulations is certainly ensured. Your data are accessible only to authorized persons and are handled in a strictly confidential manner. Personnel-related data are taken, processed and used only for the purpose of processing the applications. You can refer to the data security statement on our website for details.

Your personal login data helps to protect your profile from unauthorized accesses. The Bosch HR departments gain access to your profile data only through an application or the release of your profile.

The respective HR department and – in case of forwarding by the HR department – the respective superiors in the functional department have access to your data if you have initiated a direct application to a job. This is applicable irrespective of whether you have released your profile or not!

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External service providers support us in the recruiting process in some countries. These service providers act according to our data security conditions and use your data only for the recruiting within the Bosch Group.

Can I delete my profile completely?

You can delete your profile at any time. This way, all the data are lost and open applications are interpreted as rejection by the applicants.

Can I provide my data in multiple languages?

The language of the application wizard is defined by the language of the job advertisement. However, if you are interested in international jobs and would like to release your profile in the Bosch applicant pool you should maintain your profile data in English for the free text fields. If you have additional attachments for your application you can upload them in 2 languages and name them correspondingly.

How do I know whether you have received my application?

After you send your application you will receive an application confirmation at the email address provided by you. This is automatically generated and reaches you within a few minutes. This indicates that your application has been entered into the system.

In case you do not receive this confirmation email you may have maintained the wrong email address. In this case, please contact the responsible HR partner displayed at the advertisement that he can adapt your entered data.

How can I view the status of my application?

In the course of the registration process, you receive an email with a user name and a password. This must be changed during the first login. Using this login data you can examine your candidate profile at any time and even view the status of your application under "My applications".

What does my application status mean?

The application status provides information about the current status of your application.

Draft: You have not yet finished your application and have not sent it to the HR department.

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In process: Your application is still being processed by the HR department or has already been forwarded to the responsible functional department for inspection.

Withdrawn: You have withdrawn your application. Hence, we will not consider it any further.

Closed: The HR department should have already been in touch with you via telephone or email. Unfortunately, we cannot consider your application for filling this position.

My Candidate profile – CV Parsing

What does “CV Parsing” mean and how do I use it?

You have the possibility to parse your resume as first step in the application. Therefore you can use the functionality “CV Parsing” and your data will be captured from the resume to a large extend and transferred automatically to the fields of the areas “Personal Information”, “Education/Training” and/ or “Work Experience”.

Please note: The Parsing-Software reads your resume and automatically completes specific fields for your profile. As the software may not be able to interpret 100 % of your data, please verify, correct and add information as necessary.

The following file formats are accepted for CV Parsing:

- Doc(x)
- PDF
- Rtf
- HTML
- Image documents (scanned documents).

Please note that files in table format can only be parsed as “Europass” format. Regrettably no text files (.TXT) and compressed files (.ZIP) can be uploaded.

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My Candidate profile - Start Page

What does the tab “Overview” mean?

This is the first page after entering the system. From there, all the links for the job search are available and you can enter your “candidate profile”.

What does the tab “Candidate profile” mean?

Your data is saved in the candidate profile which is of interest for a successful application. Basically, you only have to enter the data which are marked with a asterisk (*) (mandatory fields). The more data you enter however, the more references you provide us for evaluating your application. A selection of the entered data will be displayed in the application wizard and the data can be updated at this time. Please maintain all free text fields in English if you want to apply internationally.

What does the tab “Employment Opportunities” mean?

In this tab, you have the option of searching for jobs according to different criteria. Moreover, you can mark jobs as favorites and set up a job agent which informs you automatically about jobs that correspond to the criteria selected by you. In addition, you can view the status of your application(s).

My Candidate profile – Entering the personal data

What should be taken into account while entering the personal data?

You can enter and process your personal data here. Some data fields like your name are set by default and cannot be changed. The email address listed is the address with which you registered into the system. If you wish to receive further information through a different email address you can change it here.

Important: Applicants are normally contacted via the provided email address at first. Therefore, please check carefully whether you have entered your address correctly.

Why is the postal address not a mandatory field?

The correspondence out of the application system is normally done via email. If you have not entered an email address you have to enter your address here to get letters via post. If you fill in your email address and your postal address you will be contacted via email.

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My Application – Entering the Education/Training Information

What should be taken into account while entering the education/training?

You have the option of specifying your educations and trainings with different details. This is helpful to the HR departments for obtaining a complete estimation of your technical background.

We are using an international recruiting system and therefore can offer you only rough categories for the classification of your education. Please select the value that is closest to your education/training. Please provide country specific information and explanations about the education/training in the free text fields in your candidate profile.

I do not find my obtained degree!

Due to the vast number of names for degrees worldwide, we have tried to carry out a uniform categorization of degrees. This supports better comparison of applicants from different countries. Please select the field that comes closest to your degree and, if necessary, provide further explanations in the field “additional information”. Please mark the highest education level by checking the box .

My Application – Entering the Work Experience

What should be taken into account while entering the work experience?

You have the option of documenting the different stages of your professional career in the system. Any number of entries can be made. In addition, you should mark your current employer.

My Application – Entering the Qualifications

What should be taken into account while entering the qualifications?

The details of qualifications and proficiency levels enable you to detail your profile. The HR departments can search for individual qualifications and thus come across your profile. While entering the profile, you have the option of entering qualifications for all functional areas.

In case of a direct application to a job, only those qualifications relevant for this job are displayed to you. In this case, a self-estimation of these qualifications is mandatory.

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My Application – Questionnaire for an Application to a Job

Why is a questionnaire not visible for each job application?

The questionnaire helps to enquire job-specific information and can be optionally set by the Bosch HR department for requesting specific information from the applicant. Questionnaires are not used in each job advertisement.

Why do exactly these questions have to be answered and what happens to the answers?

The questions are created by the HR department jointly with the functional department and help to specifically request for job-specific information. The answers are compared with the requirements of the job and in the cross-comparison with other applicants.

My Application – Entering the Preferences in the Applicant profile

What should be taken into account while entering the preferences?

The entry of preferences is principally only possible in the maintenance of your candidate profile and not during an application process for a specific position.

In the candidate profile, you have the option of selecting different criteria that your prospective desired job should fulfill (e.g. specification of a particular region). In particular, it is important to maintain the preferences if you would like to release your profile. This helps the HR partner at Bosch to evaluate whether a specific position might meet your expectations.

My Application – Uploading Attachments for the Application

What should be taken into account while uploading attachments?

You can add attachments up to a total size of 4 MB to your profile. This could be, e.g. CV, certificates or legal documents, which support your professional and personal competence.

The uploaded documents are saved in your profile – this means, that all attachments will be visible for all applications. Therefore, you should name these documents with a meaningful name, e.g. “Resume (english)” and

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“resume (spanish)”. In case you would like to create a motivation letter for a specific position, please enter the text directly into the according application wizard in the free text field “Additional information”.

The following file formats are accepted for upload:

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

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

I receive an error message while uploading the file!

- 1) Please check whether the total size (4 MB) would be exceeded.
 - 2) Please check the file format. The accepted file formats can be found in the question above (“What should be taken into account while oplaying attachments?”)..
 - 3) If the problem remains after the checking of 1) and 2), please send a mail our support mailbox (see “Help with additional questions?”).
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My Application – Composing the Motivation Letter

What should be taken into account while creating the motivation letter?

It is important that you explain to us in detail why you have applied for this job, what motivates you for this job, why you are the appropriate person and what you can contribute to the success of the company. You are welcome to share additional details about your personality (e.g. hobbies, aims, publications, etc.). Please consider as well the hints under “What should be taken into account while uploading the attachments?”.

My Application – Overview of the Candidate profile and Release

What should be taken into account in the overview of the profile and the release?

In this page you can lock and/or release your profile. If your profile is locked your profile cannot be found by any of the HR departments in the candidate pool. If you release your profile all Bosch HR departments can find your profile and can consider you for future job openings.

Before sending your application, please confirm the verification and correctness of all data (also “parsed” data if applicable) by marking the checkbox.

Feedback to my application

When can I expect feedback concerning my application?

If you send your application you get an automatically generated confirmation of receipt after a few minutes. Then your application is processed through the HR department and generally we get back to you within 2-3 weeks.

Additional Information, Technical Problems

What messages do I receive from the system?

The communication between Bosch HR departments and applicants is carried out via emails sent out through our recruiting system. These emails can also contain a link, e.g. a reference to an advertised job. The sender

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address is a no-reply-mailbox – thus, please do not answer to this mailbox but contact directly the respective HR partner displayed in the letter.

After sending your application you will immediately receive an application confirmation to the email address provided by you. If it leads to an invitation for an interview or an assessment you will receive an email with additional instructions. Likewise, you will receive a rejection letter also by email.

If you set up a job agent you will receive the information about new vacancies fitting your criteria also via email.

Please note that we address you in a neutral form via email. This is because we do not ask for/save gender information due to international legal restrictions.

The language of the correspondence depend on your language selection under the link “Personal Settings” in your candidate profile. Based on the language of your first application this language is set as default. However, you can change this default at any time.

The page set up or/and the loading of documents takes a very long time!

We display our job advertisement as PDF-documents. Therefore, it can take some seconds until a job advertisement opens. The speed of the page loading and display of documents depend also on the available internet connection. Please use DSL or any other High Speed Internet connection for an optimal efficiency.

A window does not open after I have clicked on a link/button!

This could be due to a popup blocker. If the display of additional windows is suppressed by a popup blocker you first have to deactivate it in your browser.

Which browsers are supported?

Our online application system 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
 - Internet Explorer 9 for Windows 7, Windows Vista
-

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- Firefox 10 for Windows 7, Windows XP, Windows Vista, Linux, MacOS
- Safari 4.0 -5.1 for MacOS 10.5 and 10.6/7

I cannot open documents that require a PDF Reader!

Job descriptions or their application overviews are provided in PDF format. For correct display you require a current version of the program Acrobat Reader.

You can download the current version here:

 [Download Acrobat Reader](#)

Help with additional questions?

If you have additional questions or problems that could not be answered here please contact the support mailbox of the country you are applying to (**COUNTRY.OSPSupport@bosch.com**).

e.g. for Germany:	Germany.OSPSupport@bosch.com
for China:	China.OSPSupport@bosch.com
for India:	India.OSPSupport@bosch.com
for Portugal:	Portugal.OSPSupport@bosch.com
for Poland:	Poland.OSPSupport@bosch.com
for France:	France.OSPSupport@bosch.com
for US, CA, MX:	USA.OSPSupport@bosch.com

These are technical support mailboxes – please do not send email applications or answers to the HR departments to this mailbox.
