Helpful Questions and Answers (Frequently Asked Questions) Internal Applicants

BOSCH
Invented for Life

Contents

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 OSP System

What is OSP?

OSP stands for Optimized Staffing Process and is the name of the new online recruiting system of the Bosch Group.

Why does the Bosch group need a new recruiting system?

The prospective challenges can only be accomplished with the right employees on the right positions. Therefore, it is necessary to have a recruiting system which is capable to compete and to build up a global accessible application pool to be an attractive employer and create interest for Bosch. For intern staff it, therefore, produces the opportunity to declare the general interest in a new position by entering and releasing a candidate profile.

How is the application process carried out?

The internal job market offers you to search for interesting job opportunities within the Bosch Group. If you have found an interesting job offer, then please apply online by clicking on the "Apply" button in the job advertisement. Afterwards you are guided to an electronic application wizard, which will support you to create your applicant profile. Once you have entered your data, it will also be available for further applications. After receiving your application, it is thoroughly checked by the responsible HR department and the functional department. Subsequently, we will contact you again. Thereby the corporate Guidelines for staffing and transfers within the Bosch Group have to be considered (further information: "Info about OSP"). Within the first registration to your candidate profile you have to read and confirm the privacy policy. Without recognizing the privacy policy you cannot use the system.

How long does it take to apply?

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

What is the difference between online candidate profile and online application?

During the online application you are guided through the process by the application wizard that contains all your entered profile data. Furthermore, you have to answer (when asked by the HR department) a Questionnaire and you can add an individual letter of motivation. Your application is only seen and processed by the responsible HR member.

You enter your online profile to open it for the Bosch candidate pool. Thereby, you can release or lock it.

In your online candidate profile you can furthermore enter your preferences about a future position and add details to your profile. Once released by you, your profile can then be found by Bosch HR departments during a candidate search if it fulfils the particular criteria according to which the search is carried out.

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. That can be done independently of the fact whether we currently have an adequate position fitting to your profile. When a new job opening comes in, HR can access your profile thus offering you 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. The HR department cannot access your data during this period. Of course you can release your profile again at any time.

How does the online application wizard work?

The individual pages are mainly self-explanatory. Explanatory texts on each page describe the method of filling in the fields. The sequence of filling (the fields) is thus user-defined. Please do not forget to save your data. Unsaved data will be lost when you log off from the system.

Take time to fill up the individual areas and fill the fields completely and precisely. The more details you provide, the more references you provide us for evaluating your application. Mandatory fields are indicated with an asterisk (*). The application data are visible to the HR department only after sending the application and can only then be considered in the

selection process.

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

You can decide: if you just apply for a specific job opportunity and lock your candidate profile, your application will not be taken into account for other open vacancies. If you release your profile for the Bosch candidate pool, all HR departments across the world will have access to your profile and can consider it during the allocation of vacancies. When you release your profile you have the option to define HR departments that should not be able to access your profile. These HR departments will be excluded from the access to your profile.

The rollout of the OSP 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.

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 about your withdrawl.

Can I apply by email or by post?

Basically, you should apply through the online application system. If you do not have any portal access, then you can send your application to the responsible HR department by post or email also.

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Searching and Finding Jobs

How can I search for jobs?

Using the link "Job search" in your internal candidate profile, 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 in the individual criteria. The results of the search are displayed in a results list. There, you can find detailed information about a job and can also apply directly.

You can save a search with particular search criteria and reuse it later (active search).

Using these criteria, you can also set up a job agent which informs you regularly by mail 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 chose 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 location. On the one hand, you can use the key word search (e.g. *Abstatt*). On the other hand, you can sort your results list according to the location. For this purpose, please use the corresponding arrows in the header line to carry out an alphabetic sorting.

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

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

For how many jobs can I apply?

There is basically no limitation. However, you should not initiate too many applications simultaneously.

Why is it not possible to simultaneously apply for multiple jobs at the same time?

Each job is different. Hence, different qualifications are also requested, possibly different questions are asked in a questionnaire and an individual letter is requested. This also ensures high quality of the application and facilitates the HR departments in the search for the proper applicants.

How can I save interesting jobs for viewing later on?

After the search, you can mark interesting jobs on the results 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.

My Candidate profile – General Questions

When should I maintain my candidate profile in the OSP system?

When you are interested in new job options you should maintain your profile. Some general data (e.g. your name) are already stored in the system. You can specify your data und release your profile if needed. You can release your profile for all HR departments or just for some specific HR departments. Your profile is part of the Bosch candidate pool. HR departments worldwide use this pool to find suitable candidates for current job vacancies.

What happens with my profile in the OSP system?

When filling or refilling open positions, OSP helps as central system to find appropriate candidates. The system has a database with the data of all internal and external candidates who released their profile.

Can I change data that is already stored in my profile after entering for the first time?

The data already stored in your profile is drawn from the Personnel Administration System and cannot be changed. Please contact your

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responsible HR department if some of the data entries are incorrect.

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. If the processing is terminated without saving the data entered till then are lost.

What happens if I change my candidate profile in the current application?

Changes to your candidate profile are immediately effective and are applicable in earlier or open applications also.

How do I know whether you have received my application?

After you send your application you will receive an application confirmation to 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.

How secure is my applicant profile data?

The safe transmission of your data and the adherence to the 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. Please refer to the OSP data security statement for further details.

The Bosch HR departments gain access to your profile data only through 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.

Can I provide my data in multiple languages?

The language of an application selected by you should basically correspond to the language of the job advertisement. If you are interested in international jobs and if you would like to release your profile in the Bosch applicant pool you should enter your application 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.

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Can I delete my profile?

No, it is not foreseen to delete the whole profile. However, when locking your profile no one has access to it.

How can I view the status of my application?

Use the section "Employment Opportunities" - "My applications" to view the current status of your applications.

What does my applicant status mean?

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

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

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 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 the position.

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 "Resume Parsing" mean and how do I use it?

If you didn't fill in your data in the areas "Education/Training" and/ or "Work Experience" you have the possibility to parse your resume as first step in the application. Therefore you can use the functionality "Resume Parsing". Your data will be captured from the resume to a large extend and transferred automatically into your profile.

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.

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 have to enter only the data that is marked with an asterisk (*) (mandatory fields). The more data you enter however, the more references you provide us for evaluating your application.

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 automatically informs you about jobs that correspond to the criteria selected by you. In addition, you can view the status of your application(s).

What does the asterisk (*) in the individual data fields mean?

The fields indicated with a (*) are mandatory fields and should be filled. Without filling these fields, it is not possible to save a profile or to navigate to another tab.

My Application – Entering the Personal Data

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

Here you can enter and process your personal data. Some data fields like your name are set by default and cannot be changed. The default email address is your Bosch e-Mail address. If you would like to receive messages from the system (e.g. confirmation, interview invitation) to your private email account you can enter your private email address here.

Please note: Some links might not work if you try to access them from a private email account since you must be logged into the Bosch portal in order to use these links (e.g. job agent for internal postings). Thus, we suggest keeping the Bosch email address.

All system e-Mails are marked as "private" and can not be read by a deputy.

 Important: Applicants are contacted via the provided email address. Please make sure that you fill in 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.

My Application – Entering the Organizational Data

What should be taken into account while entering the Organizational Data?

Some of the organizational data are set as default values. Nevertheless you should enter some Bosch specific information that is valuable for the HR departments. If you discover wrong entries, please contact your local HR department.

What is the Global Personnel Number (ID)?

Each Bosch employee can be identified by a unique Global Personnel Number (GID). The Global ID is different from your local Personnel Number.

What is the Global Salary Level?

The Global Salary Level is a standardized salary level system for the Bosch Group. Your local salary level can be related to a corresponding global salary level. This enables HR Departments to compare salary systems from different countries. An example: Non exempt associates are related to the Global Salary Level "below SL1".

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 ☑.

How do I document my highest educational level?

Please select your highest educational level by setting the tick mark in the corresponding data field ☑.

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. When entering the employers you can also document the different legal entities or business units of Bosch to demonstrate changes within the Bosch Group.

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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 all the qualifications.

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

I cannot find my qualifications!

Because of the vast number of qualifications and to ensure comparability the qualifications are displayed in groups. However, you have the option of documenting your qualification for each qualification group (e.g. finances, personnel, sales) in a user-defined field or to attach a document with an overview.

I do not understand the proficiency level for qualifications!

The proficiency levels (e.g. adept, expert, specialist) roughly describe the level of knowledge/experience that you possess for a particular qualification. The individual levels are explained on the right side. Select the level which in your opinion best suits your qualification.

My Application – Questionnaire for an Application to a Job

Why is a questionnaire not visible for each job application?

The questionnaire helps to enquire about 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.

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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 the Attachments for the Application

What should be taken into account while uploading the 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 <u>all</u> applications. Therefore, you should name these documents with a meaningful name, e.g. "Resume (english)" and "resume (spanish)". In case you would like to create a motivation letter only 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)

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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 uploading attachments?").

3) If the problems still remain please contact your local CI Hotline.

My Application – Composing the Motivation Letter

What should be taken into account while creating the 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 Applicant profile and Release

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

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 searching in the candidate pool. If you release your profile you can still exclude singular HR departments from viewing your profile. All other Bosch HR departments can find your profile in the candidate pool and can consider you for future job openings.

Why do I have to answer the question whether my manager is informed about my change interest?

The answer to this question is voluntary. It shows the responsible HR department whether your manager is already informed about your change

interest. You must inform your manager not until a concrete interview has been scheduled.

What are the chapters of my "personnel file" that are important for the application?

Relevant chapters of your personnel file for the application process are: personnel paper, application documents, employment contract, changes in work time, MAG/MED, MDP documents, further training and certificates. In case of a paper based personnel file the responsible HR department requests the whole file from your home HR department.

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 a 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.

Access to the OSP-System

How can I access the OSP-System?

You must login to the inside portal. After you are logged in to the portal, please use the following path to the OSP-System: My work - Management & Support - Personnel Recruitment – OSP – Internal Candidate

Do I have to apply for an OSP user?

In general no, you do not have to apply for an OSP user. Via the inside portal you normally also have access to OSP automatically. Your basic data will be available in the system. The data have been entered via the personnel administration system.

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I do not have access to the OSP-System - I receive an error message!

First check whether it is designated that you get access. For example interns are not considered as employees and therefore do not get internal access. As a Bosch employee, please contact your local CI-Hotline when you encounter problems while entering the OSP-System.

How can I log off from the OSP-System?

You do not have to log off from the OSP. Since the OSP system is fully integrated into the inside portal, you are logged off from OSP when you log off from the portal. There is no extra log off from the OSP-system.

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 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.

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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, then you have to first deactivate it in your browser.

A link does not work within the system!

Please contact your local CI-Hotline.

Which browsers are supported?

Our online application system supports only the approved and supported browsers at Bosch, at the moment Internet Explorer and Firefox. For more detailed information on the current versions please contact CI.

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, then please contact your local CI Hotline.

If you have 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.