

**How to apply:
Online application process step
by step
Internal Candidates**



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!

You can reach the job search via the inside portal. Log on to the portal and follow the following link: [My Work - Management & Support - Personnel Recruitment - OSP - Internal Candidate - Job Search](#)

If you enter our eRecruiting System OSP (Optimization Staffing Process) for the first time, you will be asked to read and accept our data privacy statement before you can continue with your application. Please read the Data Privacy Statement carefully. In order to proceed you have to mark the checkbox and click "Continue".

View job details by clicking the underlined job title.

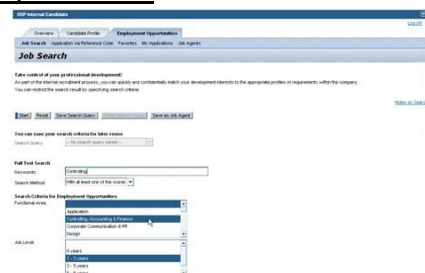
Search Result: 6 Hits	
Job Posting	Organizational Area
<u>REPORTING TEST Posting # 1 - DO NOT CHANGE</u>	Ice Diesel Systems (DS)
<u>Tax Manager</u>	Corporate (C)
<u>DC Test</u>	Hydraulics (DCH)
<u>DC Posting Test 2</u>	Drive and Control Technology
<u>DC Posting 3</u>	Drive and Control Technology
<u>DC Posting 2</u>	Drive and Control Technology

[Apply](#) [Add Favorite](#) [Save Search Query](#)

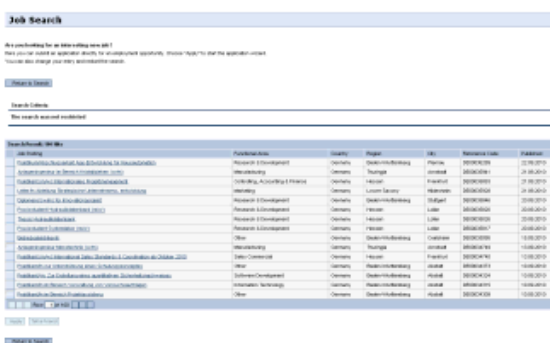


Furthermore, you have the opportunity to search for interesting positions in the public BGN. Please use the BGN link to the RBW internal job market.

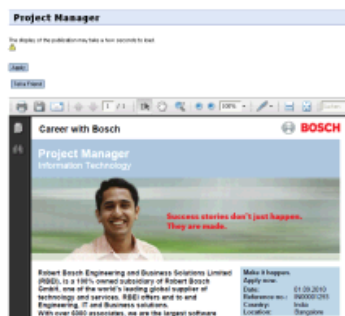
Start the job search by selecting one or more search criteria or enter directly one or more key words. Hold the “CTRL” key to select multiple entries.



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.



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.

The application wizard will appear and will provide you with support during the application process.

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

Please provide us your name and contact dates.

Academic Title: -- Select --
First Name: Claudia Middle Name:
Last Name: * Glueck Last name (local characters, e.g. Chinese):

Address
Street/House Number:
Country: Germany Region: -- Select --
City: Postal Code:

Communication Data
E-Mail: * Claudia.Glueck@de.bosch.com
Telephone Private: Telephone Mobile:
Which telephone number would you prefer us to use to contact you?
Preferred Telephone Number: -- Select --

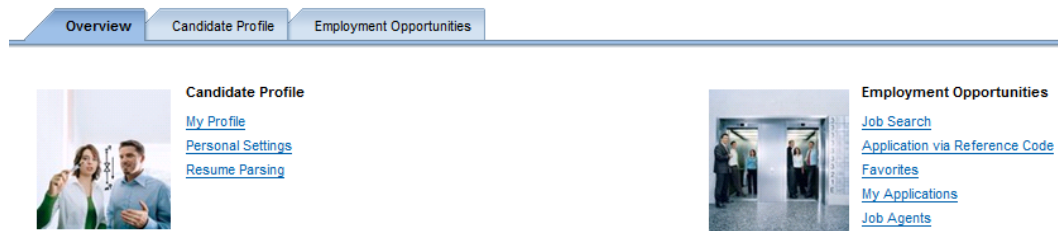
Here you can add the links to your personal profiles of social networks.



My Candidate profile – Profile Update

☑ Tab „Overview“

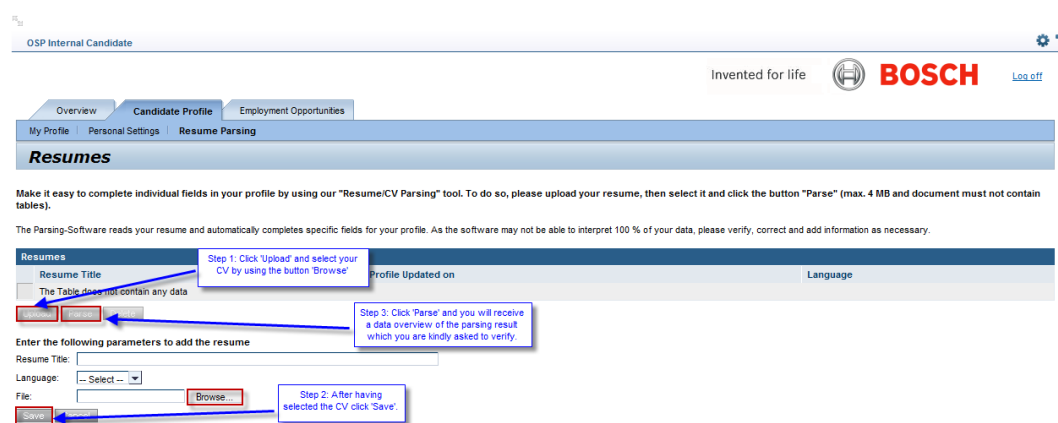
This is the first page after entering the system. From there, all the links for the job search are available and you can enter your “candidate profile”.



☑ „Resume Parsing“

If you haven't filled in your data in the areas “Education/Training” and “Work Experience” you have the possibility to parse your resume. Therefore you can use the functionality “Resume Parsing” and your data will be captured from the resume to a large extent and transferred automatically into the fields of the areas “Personal Information”, “Education/Training” and “Work Experience”.

Thus use the functionality “Upload” in the Application Wizard and select your CV in the defined drive of your computer by using the button „Browse“. Afterwards choose first the button “Save” and then “Parse”.



In the next step you will receive a „Data Overview of the Parsing Result“ which you are kindly asked to verify. If you would like to transfer the data into your profile, please confirm by using the functionality “Update Profile”. The parsed data will be available in your profile and can be dealt with.



Overview Candidate Profile Employment Opportunities
My Profile Personal Settings Resume Parsing

Resumes

Make it easy to complete individual fields in your profile by using our "Resume/CV Parsing" tool. To do so, please upload your resume, then select it and click the button "Parse" (max. 4 MB and document must not contain tables).

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.

Resume Title	Profile Updated on	Language
Lebenslauf_FriedaFater.doc		English

Update Parse Delete

Step 4: If you would like to transfer the data shown in the 'data overview' of the parsing result please confirm by using 'Update Profile'.

Update Profile Cancel

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Data Overview/Parsing Results

This parser provides an overview of your parsed results in the following table. The application process can use the further information and correct the pre-applied results if required.

Personal Data	
First Name	First Name
Last Name	Last Name
Country	Country

Web Experience

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

The following file formats are accepted for Resume Parsing:

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

Please note that files in table format can only be parsed as "Europass" format. Text files (.TXT) and compressed files (.ZIP) cannot be uploaded.

If the parsing result does not come up to your expectations and you do not want to transfer the data automatically, you have the choice of repeating the steps as mentioned before and parse a different CV. Therefore please use the "Cancel"-button and start the parsing process again.

Otherwise you can also enter your data manually in your profile. In this case please go to the container "My Profile" directly.



Tab „Candidate Profile“

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.

Tab „Employment Opportunities“

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.

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.


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Draw Up Your Application!

The application assistant takes you through up to nine separate steps, in which you may enter different types of data. You will recognize that some of your data will be prefilled with information. These data are from the local HR administration system and the fields cannot be edited. If you discover wrong entries, please contact your local HR department.

Application Wizard

[Display Job Posting "SAP FICO LatPosting NC50304573"](#)


Personal Data

This is where you can edit your personal data. Some of your data will be prefilled with information. The default email address is your Bosch email 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). Thus, we suggest to keep the Bosch email address. You will receive the emails marked as “private”.

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

Overview
Candidate Profile
Employment Opportunities

My Profile
Personal Settings
Resume Parsing

My Profile

1
2
3
4
5
6
7
8
9

Personal Data
Organizational Data
Education/Training
Work Experience
Qualifications
Preferences
Attachments
Overview and Release
Completed

Previous step
Organizational Data

Please provide us your name and contact dates.

Academic Title:

First Name: Middle Name:

Last Name: *

First name (local characters, e.g. Chinese): Last name (local characters, e.g. Chinese):

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:

Here you can add the links to your personal profiles of social networks.


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☑ Organizational Data

Most of the organizational data are set as default values. Only some can be changed or edited. If you discover wrong entries, please contact your local HR department. Every Bosch member has a global personnel number (Global ID). This number can be different from your national personnel number.

The global salary level is displayed according to mapping of your local to a globally standardized salary level. This could be, for example, “below SL1” .

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

[Previous step](#) [Education/Training](#)

Please give us more details about your current status within Bosch. The provided data fields are grey and not maintainable.

Country of Location: <input type="text" value="-- Select --"/>	Service (Acronym): <input type="text" value="C/HMR2"/>
Legal entity: <input type="text" value="-- Select --"/>	Location: <input type="text" value="Sh"/>
Organizational Area: <input type="text" value="-- Select --"/>	
Responsible Personnel Department: <input type="text" value="HRL-Sh"/>	
Global ID: <input type="text" value="90003616"/>	
Global Salary Level: <input type="text" value="SL2"/>	Local Salary Level: <input type="text"/>
Contract Type: <input type="text" value="Regular"/>	End Date: <input type="text" value=""/>
<input type="checkbox"/> MDP	MDP since: <input type="text"/>
<input type="checkbox"/> Currently on International Assignment	
Participant of Bosch Programs: <input type="text" value="-- Select --"/>	

[Previous step](#) [Education/Training](#)

☑ Education/ 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

1 Personal Data
2 Organizational Data
3 Education/Training
4 Work Experience
5 Qualifications
6 Questionnaire
7 Attachments
8 Additional Information
9 Send Application
10 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.

Education/Training		Country	Grade/Result	Highest Education
Start Date	To			
01.08.2009	31.08.2011	Germany	1,0	<input checked="" type="checkbox"/>
01.09.2006	31.07.2009	Germany		<input type="checkbox"/>

[Add](#) [Edit](#) [Delete](#)

Highest Education:

Institution: *

Start Date: * To: *

Country: *

City: *

Type of education: *

Field of Education: *

Category of Degree: *

Grade/Result: Grade in Percentage:

[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. When entering the employer you can also enter the different legal entities/business units of the Bosch Group to demonstrate possible change within the Bosch Group.

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

1 Personal Data 2 Organizational Data 3 Education/Training 4 **Work Experience** 5 Qualifications 6 Questionnaire 7 Attachments 8 Additional Information 9 Send Application 10 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	Organizational Area	City	Country	Job Title
01.10.2011	31.12.2011	Firma	Others	City	China	Intern
01.01.2011	30.09.2011	Robert Bosch GmbH	Diesel Systems (DS)	Stuttgart	Germany	Ingenieur

[Add](#) [Edit](#) [Delete](#)

Employer:

Organizational Area:

Start Date: To:

Country:

City:

Industry: Functional Area:

Job Title:

Present Employer:

[Save](#) [Cancel](#)

[Previous step](#) [Qualifications](#)



Qualifications (optional)

Stating your qualifications and the degree of proficiency achieved for a qualification helps you to fine-tune your profile. During editing your profile you can fill in all qualifications. 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”.

Application Wizard Display Job Posting "Academic worker"

1 Personal Data 2 Organizational Data 3 Education/Training 4 Work Experience 5 **Qualifications** 6 Questionnaire 7 Attachments 8 Additional Information 9 Send Application 10 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	Expert
General Management	Political economics	None
General Management	Strategy Development	Competent
General Working Methods	Sales Techniques	Expert
Languages	English	Competent (C2)
Languages	German	Native speaker
Languages	Spanish	none

[Add](#) [Edit](#) [Delete](#)

Corporate Communications & PR General Management General Working Methods Languages

Selected	Qualification	Other Information	Proficiency
<input checked="" type="checkbox"/>	Corporate Citizenship		Basic
<input checked="" type="checkbox"/>	PR Management		Not rated

[Save](#) [Cancel](#)

[Previous step](#) [Questionnaire](#)

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.

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 Organizational Data 3 Education/Training 4 Work Experience 5 Qualifications **6 Questionnaire** 7 Attachments 8 Additional Information 9 Send Application 10 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? *

0

< 1

1-3

+5

[Reset](#)

[Previous step](#) | [Attachments](#)

Attachments

You may enclose attachments that are 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. If you used “Resume Parsing” the related document will also be shown as attachment.

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

[Add](#) [Edit](#) [Delete](#)

Document Title:
 Attachment Type:
 Language:
 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](#)

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 any longer.

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



you can also refuse the access for single HR departments, for example your current HRL.

The declaration about the knowledge of your current manager is obligatory. It informs the responsible HR department whether your manager does already know about your purpose to change. You do not have to inform your manager until being invited for an interview, but then we kindly ask you to do so.

Application Wizard Display Job Posting "Faculty Manager"

Personal Data Organizational Data Education/Training Work Experience Qualifications Attachments Additional Information Send Application 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](#)


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

I agree that application relevant data are forwarded from my personnel files.

In your Manager informed about your change interest:

I confirm that I verified all data (also "parsed" data if applicable) and that all data is correct.

Previous step | **Send Application**



BOSCH

Data Overview Associate

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

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

Application Wizard Display Job Posting "Academic worker"

1 2 3 4 5 6 7 8 9 10

Personal Data Organizational Data Education/Training Work Experience Qualifications Questionnaire Attachments Additional Information Send Application **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.



Edit Your Candidate Profile!

The data you registered are accessible any time in your candidate profile. To access your candidate profile please go to the startpage of your candidate profile in BGN page at [Optimized Staffing Process \(OSP\)](#). You may now edit your profile, for example through entering 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.

The worldwide rollout of the OSP eRecruiting System within the Bosch Group is planned. It is already available in several countries – further countries will follow in the next years.

You may also release 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 release it afterwards, the better are your chances to be considered in the filling of positions.

You have the further option to reject single HR departments the access to your profile. All other HR departments (worldwide!) can find your profile.

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.



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, work 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'. 'Basic Settings' includes 'Date Format' (set to 'DD.MM.YYYY') and 'Decimal Notation' (set to '1.234.567,89'). 'General Settings' includes 'Display Format for Data Overviews' (set to 'PDF') and 'Preferred Language' (set to 'English'). A red box highlights the 'Display Format for Data Overviews' and 'Preferred Language' fields. At the bottom left, there is a 'Save' button.

Overview Candidate Profile Employment Opportunities

My Profile Personal Settings

Personal Settings

Would you like to tailor your pages to suit your personal requirements?

Basic Settings

Specify the formats in which numbers and date information is displayed Note that these settings do not take effect until you log on again

Date Format: DD.MM.YYYY

Decimal Notation: 1.234.567,89

General Settings

Data overviews can be displayed in HTML format or in Adobe Portable Document Format (PDF) To be able to display the information in PDF format, Adobe Acrobat Reader must be installed
The preferred language specifies the language in which you want to receive and send your correspondence.

Display Format for Data Overviews: PDF

Preferred Language: English

Save



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

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 specific job and allows you to apply directly on 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 “[Info about OSP](#)” page. 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.

General Search Settings

Language:

Maximum Number of Hits:

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.

Functional Area	Job Posting	Published	Country	Application from
Application	CM_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.

Job Agents		
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

Add Edit Delete

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

Save

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.

Save

Data Privacy

A job rotation is a sensible topic. To avoid any disagreements and discrepancies we lay high importance on the privacy of your data.

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.

The Bosch Group has international effective rules for the staffing process. At any time you have the opportunity to lock your profile or only give access for selected HR departments. If your profile fits on open jobs the responsible HR department contacts you directly. In general, you should have been in your current position for at least two years when applying. You have no guarantee for a job transfer just by releasing your profile or by sending an application for an open position.

When being invited for an interview, we kindly ask you to inform your superior.

You can find detailed regulations of the staffing process under Guidelines for publishing job offers, staffing and transfers within the Bosch Group. You can find further information about data privacy in our data privacy statement in the BGN under “Info to OSP”.



Technical Information

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.

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.
