

OSP FAQ

First Time in Bosch System:

Q: How do I find out where my capabilities and knowledge fit the best in Bosch?

A: Search in our system, you can find prerequisites for each open position and additional explanations. In addition, you will find information about the individual business sectors on our webpage.

Q: What should I take care of in the application?

A: In your applicant profile, you can specify all the information that we should know about you. Our application wizard will assist you in creating and maintaining your profile.

As far as possible, please fill in all the fields. Because: The better we know you, the more precisely we can check how positively you fit the job.

The letter you write to us can speak about why you are interested for the job and what motivated you to apply for it. You can upload this letter as a attachment to your applicant profile.

Please attach other documents (e.g. references) to your applicant profile.

Q: How is the application process carried out?

A: If you have found an interesting job, then 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 read our instructions for data protection without fail. You cannot continue without acknowledging the data security instructions.

Further to your registration, you will be guided to an electronic application wizard, which can be used to create your applicant profile. Apart from applying for a particular job, you can also release your data in the Bosch applicant pool. By releasing your profile, you indicate your interest for other jobs in the Bosch Group. After submitting your application, you will receive an acknowledgement mail with your user data. Using this, you can directly log on to your candidate profile the next time.

Further to receiving your application, the responsible HR and functional department will check the suitability of your application for the job. Subsequently, we will contact you again.

Q: How long does it take to apply?

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

Q: How does the online application wizard work?

A: The individual pages are self-explanatory. Explanatory texts on each page describe the method for filling up the fields. The sequence of filling (the fields) is user-defined. Your data is saved as soon as you move to a new tab.

Take time to fill up the individual fields completely and precisely. Providing complete details will help us in evaluating your application effectively. Mandatory fields are indicated with an asterisk (*). The application data is visible to the HR department only after you submit your application and will be considered for any selection process further on.

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

A: You will receive your user data by email after successful registration. Using this data, you can log on to your applicant profile at any time and modify it. By correspondingly releasing your profile, you can register yourself for the Bosch applicant pool, which is regularly accessed by the HR departments.

Q: How long will my data be retained?

A: Your data is retained in our system till you delete your registration and profile. (This way, all the data will be deleted).

Also, your profile is deleted if you have not logged on to the system within a period of six months. Prior to deletion of your profile, you will receive an email with a request to log into our system within the next six weeks. If you do not login , your registration and data will than be automatically deleted.

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

A: You can release your candidate profile in the Bosch applicant pool. This way, all the HR departments across the Bosch world will have access to your profile and you can be considered for open vacancies across locations.

The rollout of this system is an ongoing project across all Bosch entities worldwide. You will find the current overview of all Bosch countries who already have access to the system in our website.

Q: Can I apply on my own initiative even if I have not found any suitable job?

A: You can only apply to positions advertised in the website.

Q: Can I withdraw my application?

A: 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.

Q: What happens to my application that I have entered in the predecessor system?

A: Applications entered in the predecessor system will no longer be available with the launch of the current online system.

Searching and Finding Jobs:

Q: How can I search for jobs?

A: Using the link "Job search", 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 re-use it later (active search). Using these criteria, you can also set up a job agent, which informs you regularly by mail about the newly published jobs (passive search). While selecting the search criteria for the job agents, please note that a maximum of 5 job agents can be set up for each applicant.

Q: How can I search for jobs in a particular location?

A: There are two options for searching for jobs at a location. On the one hand, you can use the key word search (e.g. *Shanghai*). 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.

Q: Why is it not possible to simultaneously apply for multiple jobs with a single click?

A: 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.

Q: To how many jobs can I apply?

A: There is basically no limitation. But, you should not initiate too many applications simultaneously.

Q: I know the reference code of a job and would like to view the details?

A: 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.

Q: How does the job agent work?

A: With the help of the job agent, suitable jobs that fit your profile can be sent to you by mail. Thereby you can select different search criteria and determine the frequency of the agent (daily, weekly or monthly). While selecting the search criteria for the job agents, please note that a maximum of 5 job agents can be set up.

Q: How can I save interesting jobs for viewing later on?

A: After the search, you can mark the interesting jobs on the results list as favorites. You can easily call these favorites through the link "Favorites" and can view them again and, if necessary, apply for the jobs.
If you have marked a job as favorite and would like to apply for it after a while, first check if the job is still open.

The Bosch Applicant Pool:

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

A: The Bosch candidate pool is a platform that enables you to provide your profile to the Bosch HR departments across the world and to keep it updated.

When you register for the first time using an application in Bosch, 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 the applications, automatic notifications and different options for the job search.

Moreover, you also have the option of opening your applicant profile for all HR departments. The profile can then be found by Bosch HR departments during an active search if it fulfils the particular criteria according to which the search is carried out. By opening your profile, you have greater chances of being considered for open jobs.

You also have the option of blocking your profile at any point of time. Bosch will not access your data during this period. You have the option of releasing your data when required.

Q: Can I use the data that I have not previously entered in the system, for the next application?

A: You are always assisted by an application wizard while applying for a particular job. It already contains all the data entered by you – independent of whether you have saved it in the application wizard of another job or directly in your candidate profile. If required, you should maintain only additional qualifications for the new job and/or answer a questionnaire. You can also edit an individual letter (motivation for this job) and attach additional documents.

Q: How can I update my profile data?

A: 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”.

Q: Registration and Passwords I have found an interesting job – should I register myself with Bosch?

A: Yes, because only then do you have the option of entering and changing your applicant profile and viewing the status of your application. If you are not interested in additional jobs, you can block your profile. You are there by considered only for the job(s) to which you have applied.

Q: Why is the message, “This email address is already registered” displayed during the registration?

A: 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, then it could so happen that your profile has already been created by a recruiter of the agency. In this case, please contact the respective employment agency.

Q: Why is it not possible to choose any random password, and receive an error message, if applicable?

A: This helps in the security of your data. Your password should contain at least eight characters, which should comprise a special character (e.g.: \$ % &) and a number.

Q: I have forgotten my password. How can I enter my data again?

A: Use the function “Password forgotten” during LOG-IN 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 should change during the next LOG-IN.

My Applicant profile – General Questions

Q: Can I terminate the entry of the profile data?

A: 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, then the data entered till then is 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 is displayed under your profile in “My applications” in the status draft. Entries that you have made till then are automatically saved. The application data is visible to the HR department only after you submit your application and will be considered for any selection process further on.

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

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

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

Q: How secure is my applicant profile data?

A: 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. You can refer to the data security statement on the same page.

Your personal access data helps to protect your profile from unauthorized accesses. Only now can you process and release your profile data. 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!

Q: Can I delete my profile completely?

A: 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.

Q: I already have the application documents available, is it still necessary to fill up the data in the application wizard?

A: You have the option of attaching documents (e.g. letter, CV, certificates) to your profile as attachments. But, the data of the mandatory fields (*) in the application assistant should be entered.

Q: Can I provide my data in multiple languages?

A: The language of 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, then you should enter your application in English for the free text fields. If you have additional attachments for your application, then you can upload them in 2 languages and name them correspondingly.

Q: How do I know whether you have received my application?

A: After you send your application, you will receive an acknowledgement 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 in the system.

Q: How can I view the status of my application?

A: In the course of the registration process, you receive an email with a user name and a password. This should 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.

Q: What does my applicant status mean?

A: The application status provides information about the current status of the application.

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 Applicant profile - Start Page

Q: What does the tab “Overview” mean?

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

Q: What does the tab “Candidate profile” mean?

A: 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 a (*) (mandatory fields). The more data you enter, the more references you provide us for evaluating your application.

Q: What does the tab “Employment Opportunities” mean?

A: 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).

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

A: 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

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

A: Here, you can enter and process your personal data. Your email address and your name are set by default.

My Application – Entering the Education/Training Information

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

A: You have the option of specifying your educations and trainings with different details. This is useful to the HR departments for obtaining a complete estimation of your technical background. Any number of entries can be made.

Q: I do not find the field of my education/ training in the selection list?

A: Due to the vast number of educations and trainings, we can define only few areas. Please select the field that is nearest to your education/training and, if necessary, provide your explanations in the field for additional information.

Q: How do I document a completion of a future training?

A: If you are presently in training or education, enter the anticipated end in the corresponding date field.

Q: How do I document my highest educational level?

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

My Application – Entering the Work Experience

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

A: 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 enter your current employer.

My Application – Entering the Qualifications

Q: What should be taken into account while entering the qualifications?

A: The details of qualification 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.

Q: I cannot find my qualifications?

A: Because of the vast number of qualifications and to ensure comparability, the qualifications are displayed in groups. But, 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.

Q: I do not understand the proficiency level for qualifications?

A: 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

Q: Why is a questionnaire not visible for each job application?

A: 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.

Q: Why do these questions have to be answered correctly and what happens to the answers?

A: 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

Q: What should be taken into account while entering the preferences?

A: Here, you have the option of selecting different criteria that should fulfill your prospective desired job (e.g. specification of a particular region)

My Application – Uploading the Attachments for the Application

Q: What should be taken into account while uploading the attachments?

A: You can add attachments up to a total size of 4 MB to your profile. ***This could be, e.g. a letter, CV, certificates, legal documents, competence overviews etc.***, which document your technical and personal competence. Only MS Word (.doc), MS Excel (.xls), MS PowerPoint (.ppt) or PDF (.pdf) files are permitted. Please note that unfortunately no text files (.TXT) and compressed (.ZIP) files can be uploaded.

Q: I receive an error message while uploading the file?

A: 1) Please check whether the total size (4 MB) has not been exceeded.
2) Please check the file format. Only MS Word, MS Excel, MS PowerPoint and PDF files are permitted with the file endings .doc, .xls, .ppt and .pdf.

Q: Can I upload attachments individually for each application?

A: Once you have completed the application procedure, the attachments that you have added once are assigned to and visible for each additional application. You now have the option of composing a separate letter for each application, uploading it or entering it in the corresponding field.

My Application – Composing the Letter for the Application

Q: What should be taken into account while creating the letter?

A: It is important that you explain to us in detail what interested you to apply for the job and the motivation to work with Bosch. You are welcome to share additional details about your personality (e.g. hobbies, aims, publications, etc.)

My Application – Overview of the Applicant profile and Release

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

A: In this page, you can block and/or release your profile. If you block your profile, then your profile cannot be found by any of the HR departments. If you release your profile, then your profile cannot be found by all the Bosch HR departments.

Additional Information, Technical Problems

Q: What messages do I receive from the system?

A: The communication is through a standard mail with general text. This email can also contain a link, e.g. a reference to an advertised job.

After you send your application, you will immediately receive an acknowledgement of receipt at the email address given by you. If it leads to an invitation for an interview or a test, then you will receive a mail with additional instructions. Likewise, you will receive a rejection letter also by email.

If you set up a job agent, then you will receive per email the information about the vacancies, whose profiles correspond to the criteria specified by you.

Q: The page set up and the loading of documents takes a very long time?

A: This could be due to the available internet connection. Please use DSL or any other High Speed Internet connection for an optimal efficiency. If you use a slower connection, then there could be a delay in loading your documents.

Q: A window does not open after I have clicked on a link/button?

A: 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.

Q: Which browsers are supported?

A: The application system supports the following browsers:

- Internet Explorer from Version 5.0 onwards
- Firefox from Version 1.0

Q: I cannot open documents that require an Acrobat Reader?

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