

# Website OSP



**BOSCH**  
Technik fürs Leben



## Search and find jobs!

You can reach the job search via the following link ([Link to job search Country](#))

Start the job search by selecting one or more search criteria or enter directly one or more key words. (To select multiple entries press the "CTRL" key.)

The screenshot shows a web-based job search interface with several filter categories on the left and a search results area on the right. The filters include:
 

- Location:** A dropdown menu with options like 'All Locations', 'Germany', 'USA', etc.
- Organization:** A dropdown menu with options like 'All Organizations', 'Bosch', etc.
- Job Type:** A dropdown menu with options like 'All Job Types', 'Application Engineer', etc.
- Department:** A dropdown menu with options like 'All Departments', 'Engineering', etc.
- Employment Type:** A dropdown menu with options like 'All Employment Types', 'Full-time', etc.

 The search results area on the right shows a list of job titles and their corresponding functional areas.

View job details by clicking the underlined job title.

Job Posting	Functional Area
<a href="#">Q TEST HR SAP</a>	Human Resources
<a href="#">Qualitätsingenieur/in</a>	Quality Management
<a href="#">Q TEST2HR SAP EP Consultant</a>	Human Resources
<a href="#">Quality Engineer</a>	Quality Management
<a href="#">Secretary CIVISY-IN</a>	Other
<a href="#">System Engineer</a>	Application
<a href="#">Purchase Officer</a>	Purchasing
<a href="#">Q TEST2HR SAP EP HR Posting title Consultant</a>	Human Resources
<a href="#">Posting NC50009168</a>	Controlling, Accounting & Finance
<a href="#">Entwicklungsingenieur Hydraulik</a>	Research & Development
<a href="#">IN RBEI QTEST PROJECT MANAGEMENT 0607 Posting NC50009270</a>	Research & Development
<a href="#">IN RBEI QTEST SYSTEM ANALYST 0607 Posting NC50009270</a>	Software Development
<a href="#">Testausschreibung Massentest</a>	Application
<a href="#">Test Postin 12</a>	Information Technology
<a href="#">Warehouse Manager</a>	Logistics

Row 1 of 25

[Apply](#) [Tell a Friend](#)

You've found an interesting job opportunity? You can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.

The screenshot shows a job advertisement for a 'SAP PS Consultant' in the Information Technology department. The ad includes:
 

- Header:** 'Career with Bosch' and the Bosch logo.
- Image:** A group of people in a professional setting.
- Text:** 'Success stories don't just happen. They are made.' followed by a description of Robert Bosch Engineering and Business Solutions Ltd as a 100% subsidiary of Robert Bosch GmbH.
- Job Details:** 'SAP PS Consultant', 'Information Technology', 'Start date: 17.06.2009', 'Reference no.: 88610078'.
- Requirements:** 'Your tasks' and 'Your profile' sections detailing the role and required skills.
- Application:** A 'More information' button and a 'Apply' button.

**Do you want to apply for a posting without having previously registered in the eRecruiting-System?** When applying for the first time, you have to enter name and eMail address and confirm, that you have read our data security statement. (Details of this document are available with a click on the link.) Afterwards you can enter and store your data and are guided to the application wizard. At the same time you receive an eMail with the logon data to your profile.

**Application Wizard**
Quality Engineer

Welcome to the online application!

You can apply for the employment opportunity directly on the following pages. As you are sending your resume together with the application cover letter, you should first check if your information is complete and up-to-date. The application wizard will guide you through all steps. Otherwise you can create your application cover letter directly.

**Are you already registered in our eRecruiting-System?**

If yes, you can reuse the data for this application and the application wizard will provide you with support. Once you log on to the eRecruiting-System, the application wizard appears [Application Wizard](#)

**Do you want to apply for this posting without having previously registered in the eRecruiting-System?**

We also require the following information from you: Once you have saved this, you can create and send your application using the application wizard

First Name:

Last Name: \*

E-Mail: \*

Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Repeat E-Mail: \*

**Data Privacy Statement**

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Confirm that you accept our data privacy statement

[Data Privacy Statement](#)

Yes, I have read the data privacy statement and I accept it

[Save and Continue](#)

### Are you already registered in our eRecruiting-System?

If yes, you can reuse the data for this application and the application wizard will provide you with support. Once you log on to the eRecruiting-System, the application wizard appears.

**Logon**

User \*

Password \*

Accessibility

[Log On](#)

[Change Password](#) [Password Forgotten](#)

## Create your application!

The application wizard guides you through 9 single data containers where you can enter your data. Click on the respective item to learn more about the topics





## Personal Data

Here you can enter your personal data. Your E-Mail address and your name will be prefilled with the information from your registration. We will communicate with you via E-Mail, therefore it is not mandatory to maintain your address. Clicking on the next step will save your entries.

**Application Wizard** Display Job Posting "Controller (M/W) 博世经理人培养计划 (CNTF)"

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

Previous step: [Education/Training](#)

What are your personal details and how can we contact you? The provided data fields are grey and not maintainable.

Form of Address:

Academic Title:

First Name: \*  Middle Name:

Last Name: \*

**Address**

Street/House Number:

Additional Information:

Country:  Region:

City:  Postal Code:

Which address would you prefer us to use to contact you?  
Preferred Address:

**Communication Data**

E-Mail: \*

Telephone Private:  Telephone Mobile:

Which telephone number would you prefer us to use to contact you?  
Preferred Telephone Number:

Previous step: [Education/Training](#)

## Education/Training

This screen gives you the possibility to provide us with details of your education, trainings and internships. This is helpful for HR departments to get a completed impression of your background. Multiple entries are possible. Mandatory fields are marked with an asterisk (\*).

**Application Wizard** Display Job Posting "Controller (M/W) 博世经理人培养计划 (CNTF)"

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

Previous step: [Education/Training](#)

What are your personal details and how can we contact you? The provided data fields are grey and not maintainable.

Form of Address:

Academic Title:

First Name: \*  Middle Name:

Last Name: \*

**Address**

Street/House Number:

Additional Information:

Country:  Region:

City:  Postal Code:

Which address would you prefer us to use to contact you?  
Preferred Address:

**Communication Data**

E-Mail: \*

Telephone Private:  Telephone Mobile:

Which telephone number would you prefer us to use to contact you?  
Preferred Telephone Number:

Previous step: [Education/Training](#)



## Work experience

Here you can enter the different steps of your professional career – as many as you would like to. You should provide these background details when they are relevant for your know how and qualifications.

**Application Wizard**

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

◀ 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.

**Work Experience**

Start Date	To	Employer	City	Country
No work experience maintained				

Add | Edit | Delete

Employer:

Start Date:  To:

Country:

City:

Industry:  Functional Area:

Job Level:

Job Title:

Further information:

Present Employer:

Save | Cancel

◀ Previous step | Qualifications ▶

## Qualifications (optional)

The qualification details and their proficiency level give you the possibility to detail your personal profile. This functionality is optional for HR departments – therefore qualifications are not always part of an application. During the application wizard only these qualification groups are displayed which are relevant for the posted job. In these cases your self evaluation is mandatory. Please be aware that you have to fill all qualification groups – you can access them via the button „Add“.

All qualification groups are provided in your candidate profile – there you can maintain the according proficiency level for all relevant qualifications of your preferred functional area.

**Application Wizard** Display Job Posting "Hardware Requirement - PH"

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

◀ Previous step | Questionnaire ▶

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

**Qualifications**

Qualification Group	Qualification	Proficiency
No qualifications maintained		

Add | Edit | Delete

**Hardware Development**

Selected	Qualification	Other Information	Proficiency
<input type="checkbox"/>	Determine functions, design and spec.	1	Not rated
<input type="checkbox"/>	ECU design		Not rated
<input type="checkbox"/>	Platform development		Not rated

Save | Cancel

◀ Previous step | Questionnaire ▶ | Close

**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 intuitive and find new solutions. Can coach and instruct other come to a specific solution.

Expert: Breadth and depth of qualification are usually unique Sets technical/methodological standards for the organization or industry.

## ↳ Attachements

You can attach documents to your application up to the size of 4 MB. The following documents are useful for HR departments to get a better impression of your functional and personal competency: motivation letter, CV, references. Only files with the following format can be uploaded: MS Word (.doc), MS Excel (.xls), MS Powerpoint (.ppt), Adobe Acrobat (.pdf).

### Application Wizard

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

◀ Previous step   Additional Information ▶

**Do you want to give us more detailed information?**

You can attach electronically stored documents up to 4MB to complete your profile.

Document Title	Attachment Type
No attachments maintained	

Add   Edit   Delete

Document Title:

Attachment Type:

File:

◀ Previous step   Additional Information ▶

## ↳ Additional information

### Application Wizard

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

◀ Previous step   Send Application ▶

**Where did you find out about us?**

Application Source Type:

Application Source:

Other Information:

Member of Talent program:

Available From:     Available To:

**Which information would you like to give us additionally?**

Create here a short application cover letter to provide more details about you and your motivation to apply for this job.

## ↳ Send application

Here you can check you entries in the candidate overview and release your profile for the Bosch Candidate pool. With a released profile all Bosch HR departments worldwide can find your profile and consider you for other jobs opportunities. Your application was sent successfully if an according message is displayed. An application confirmation will be sent to your E-Mail account.

After sending your application the responsible Recruiter has immediately access to your data for further proceeding.



## Application Wizard



You can now submit your application.

We will examine the information in your application documents and get in touch with you.

If you also want to be considered for other employment opportunities apart from this application, you must release your candidate profile. Then all Bosch Recruiters have access to

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

## Change your Candidate profile!

Your data entered during an application for a specific job are stored in your candidate profile and are always accessible online. To access your profile you have to enter the user and password which you received via E-Mail during your first registration at our E-Recruiting tool. In your profile you can maintain your data and use further interesting functionalities.

### The Bosch Candidate pool

The Bosch Candidate pool is a data base which offers you the possibility to provide your data to the Bosch HR departments.

Your Candidate profile is created automatically with your first application at Bosch. During this application you were asked to release your profile. If a job gets vacant, then HR departments search in the pool for suitable candidates with specific criteria. Having your profile released HR departments can find you in the Candidate pool when you meet the specific criteria. Then you will be considered in the staffing process for this job.

Of course you have always the possibility to lock your profile. Then Bosch HR departments will not access your data. Later on you can release your profile again.

### Change your user name

You can change your user name in your profile. Click "Change User Name".



## Delete Registration

You can delete your registration by selecting “Delete Registration”. Afterwards your complete candidate profile with all data will be deleted and current applications are withdrawn automatically.

## Change your profile data

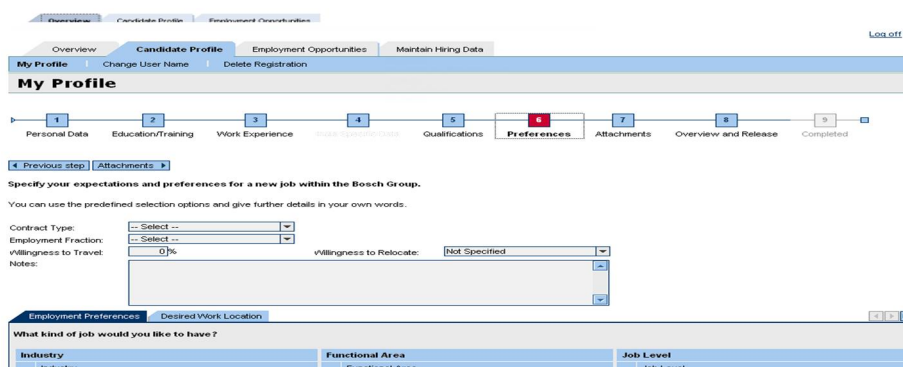
In addition to the data you have already provided you can add or change the data. The updated data will be provided automatically for your next application.

Attention: Updated data will also be provided for your already sent applications.



## Preferences

A new tab is provided for your candidate profile where you can maintain your preferences for your future job. This information is especially useful for HR departments if you have released your profile for the candidate pool. You can enter criteria for your desired job, e.g. your mobility, functional area, industry of Bosch. HR departments will identify your profile during a search in the pool for candidates with these specific characteristics.

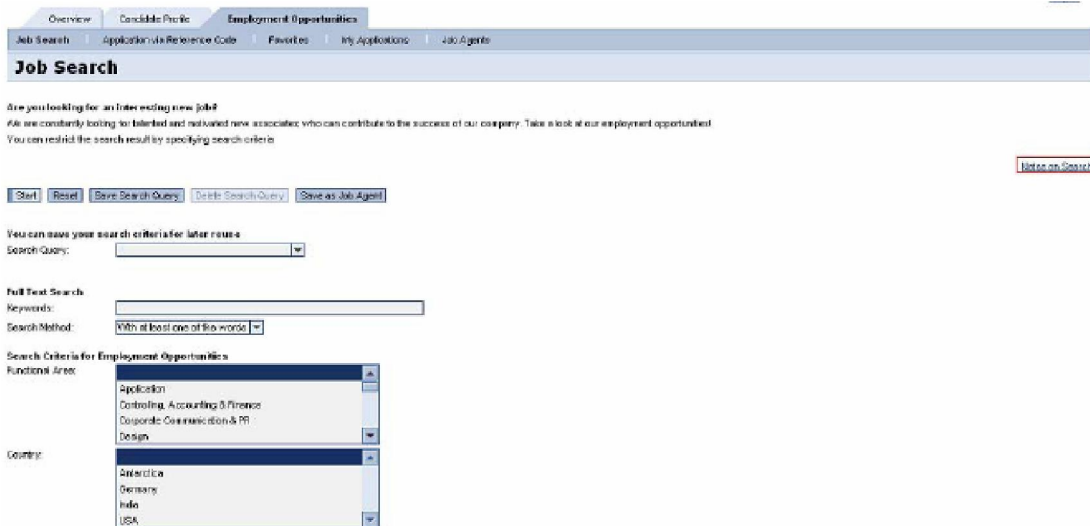


## Discover further functionalities!

After your login to your Candidate Profile further useful functionalities are provided.

### Job Search

You have different possibilities for your job search. You can start a job search with different search criteria or you enter key words relevant for your desired job. As a result all jobs will be listed which fulfill your criteria or include your key words. Details for the job search are accessible with a click on “Notes for Search Link”



The number of displayed jobs in a list can be adapted by clicking the arrow tabs at the bottom of the page.

### Search with reference code

The reference code for every job is displayed on the job advertisement. You can use this code to search for postings, e.g. if you have received the reference code from a friend. Therefore you have to click the link “Search via Reference code”, enter the reference code and start the search. As the result the according job advertisement is displayed.

### Tell a friend

Opening a job advertisement, an additional button “Tell a friend” is displayed. Via this button you can send the link to this requisition together with a personal comment to the E-Mail account of a friend.

### Status of your applications

You can check the status of your applications via the link „My applications“. The application status informs you about the current procedure as follows:

**In Draft:** You haven't yet sent your application. Bosch HR departments have no access to your application and you will not be considered in the staffing process for this requisition.

**In Process:** The evaluation of your application is still in process - either at the HR department or your application was sent to the responsible functional department. Please have a little patience – we will get back to you soon.



**Withdrawn:** You have withdrawn your application. The responsible HR department will not longer consider your application for this job.

**Closed:** You should have received a feedback per phone or E-Mail by the responsible HR department. Unfortunately, we could not consider your application for this specific requisition.

### **Favorites**

After a search you can mark interesting jobs on the result list as favorites. Later on you can easily access these jobs for further checks or an application.

### **Job Agent**

The Job Agent informs you automatically via E-Mail about newly published jobs at Bosch. You can define the relevant criteria of your desired job and the frequency of information (daily, weekly, or monthly). Please be aware that you can create up to 5 job agents.

### **Data Security**

Your personal data will be handled confidentially according to the data security legislation. The transfer of your data is conducted safety and protected against unauthorized access.

### **Technical hints**

Our E-Recruiting system is optimized and tested for the usage of the following browser:

Microsoft Internet Explorer 5.0 or higher

Firefox 2.0 or higher

**This is needed for the application process** The most important data and facts about your person, your professional career, education and qualifications should be available. A motivation letter and further documents (e.g. references) can also be added to your online application.

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

At the first time you need approximately 15 - 20 minutes to enter all relevant data.

These data will be stored and provided for the next applications. Then you will need only a few minutes to apply for the next job opportunities.

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