

# Online Application Process

User must agree to our data protection guidelines/ disclaimer in order to fully use the online job market described here.

## Notes/Tips

## Display

<p><b>Welcome Page</b></p>	<p>Here you can choose between <b>Search openings, submit resume/CV</b> or <b>Logging in</b> to your profile.</p> <p>All current vacancies can be shown by using the <b>Search openings</b> button.</p>																																											
<p><b>Search openings</b></p>	<p>You can choose the following criteria:</p> <ul style="list-style-type: none"> <li>• Division</li> <li>• Business Function</li> <li>• Profession</li> <li>• Keyword (e.g. 570BR, or Controller)</li> <li>• Language of job posting</li> </ul>																																											
<p><b>Search results</b></p>	<p>The results of your search appear here.</p> <p><b>Note:</b> These search criteria also can be saved as a search agent.</p>	<table border="1"> <thead> <tr> <th>Job Title</th> <th>Division</th> <th>Country/Location</th> <th>Business Function</th> <th>Auto req ID</th> <th>Date updated</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Sr. Project Leader</td> <td>Automotive</td> <td>USA/Auburn Hills, MI</td> <td>Engineering/ Design</td> <td>741BR</td> <td>04-Jan-2007</td> </tr> <tr> <td><input type="checkbox"/> Sr. Test Engineer</td> <td>Automotive</td> <td>USA/Auburn Hills, MI</td> <td>Engineering/ Design</td> <td>430BR</td> <td>21-Dec-2006</td> </tr> <tr> <td><input type="checkbox"/> Sr. Product Engineer</td> <td>Automotive</td> <td>USA/Auburn Hills, MI</td> <td>Engineering/ Design</td> <td>515BR</td> <td>21-Dec-2006</td> </tr> <tr> <td><input type="checkbox"/> Finance and Accounting Manager</td> <td>Automotive</td> <td>USA/Auburn Hills, MI</td> <td>Accounting/ Finance</td> <td>652BR</td> <td>21-Dec-2006</td> </tr> <tr> <td><input type="checkbox"/> Senior Quality Engineer</td> <td>Automotive</td> <td>USA/Auburn Hills, MI</td> <td>Purchasing</td> <td>706BR</td> <td>21-Dec-2006</td> </tr> <tr> <td><input type="checkbox"/> Plant Controller - Large Plant</td> <td>Automotive</td> <td>USA/Goshen, IN</td> <td>Accounting/ Finance</td> <td>726BR</td> <td>21-Dec-2006</td> </tr> </tbody> </table>	Job Title	Division	Country/Location	Business Function	Auto req ID	Date updated	<input type="checkbox"/> Sr. Project Leader	Automotive	USA/Auburn Hills, MI	Engineering/ Design	741BR	04-Jan-2007	<input type="checkbox"/> Sr. Test Engineer	Automotive	USA/Auburn Hills, MI	Engineering/ Design	430BR	21-Dec-2006	<input type="checkbox"/> Sr. Product Engineer	Automotive	USA/Auburn Hills, MI	Engineering/ Design	515BR	21-Dec-2006	<input type="checkbox"/> Finance and Accounting Manager	Automotive	USA/Auburn Hills, MI	Accounting/ Finance	652BR	21-Dec-2006	<input type="checkbox"/> Senior Quality Engineer	Automotive	USA/Auburn Hills, MI	Purchasing	706BR	21-Dec-2006	<input type="checkbox"/> Plant Controller - Large Plant	Automotive	USA/Goshen, IN	Accounting/ Finance	726BR	21-Dec-2006
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<p><b>Job details</b></p>	<p>The job details page gives you detailed information about a job. Furthermore, from here you can apply directly to this job.</p> <p style="text-align: center;"> <input type="button" value="Submit to job"/> </p> <p>Clicking the button will begin the application procedure to your selected job.</p>																																											

## Notes/Tips

## Display

### Application procedure

If you want to apply for a specific job please click on the **button**

**Submit to job**

The progress bar mentioned above informs you about the next steps in the procedure.

**Attention!** Please note that for applying to a job it is required to be logged in. If you are not registered yet, you have to do this first before you can apply for a job. Afterwards, please select the job you want to apply for and click on the button

**Submit to job**

The screenshot shows the 'Working at Benteler' header with a progress bar containing steps: Home, Search, Search, Job, Submit, Resume/CV, Submit, Questions, Additional, and Continuation. Below the progress bar is the 'Submit resume/CV' section, which includes a tip about file size (500KB limit) and three options for uploading the resume: 'Use a resume/CV from my profile', 'Upload my resume/CV from my computer', and 'Enter my resume/CV by typing or copying it in'. There is also a 'Cover letter' section with a text input field.

### Register/ Create Profile

To register, you **need** a valid **e-mail address** and a password. A security question will help you if you have forgotten your password.

The screenshot shows the 'Create login' section of the BENTELER application. It includes fields for 'E-mail address', 'Password', and 'Re-enter password'. A security question is asked: 'What is the name of your first school?'. Below the form are 'Password guidelines' which state: 'The password must be a minimum of 6 characters', 'Your password may not be the same as your login e-mail address', 'Your password may not be the same as any of the 2 preceding passwords', and 'Your password will be case-sensitive'.

### Edit Profile

Please **complete** the **form fields displayed here**. The more data we received, the better we can get an idea of your profile to match it with open positions.

The next step is for **uploading attachments** (e.g. job references, school certificates, etc.)

[More information at "Upload attachments"](#)

The screenshot shows the 'Edit profile' section. It has tabs for 'Contact information', 'Work experience', and 'Education'. The 'Contact information' tab is active, showing fields for 'First name', 'Middle name', 'Last name', 'Address line 1', 'Address line 2', 'City', 'State/Region/Province', 'Zip/Postal code', 'Home phone', 'Work phone', and 'Other phone (i.e. mobile)'. A 'Country' dropdown menu is set to 'United States'.

### Resume/CV Manager Page

The Resume/CV Manager allows you to upload/compile up to five versions of resumes/CVs and cover letters.

**Maximum file size is 500 KB!**

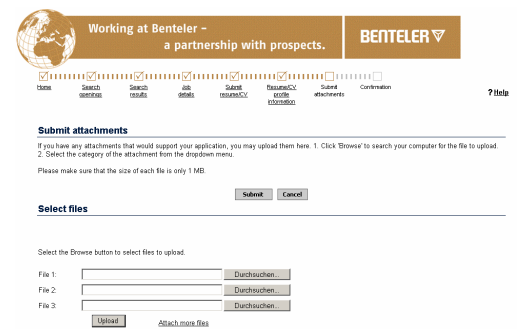
The screenshot shows the 'Resume/CV and cover letter manager' section. It includes a 'Add new resume/CV' button and a 'Resume/CV Manager' section with instructions: 'The Resume/CV Manager allows you to store, manage, and track up to five versions of resumes/CVs and cover letters.' Below this are instructions on how to add a new resume/CV, either by clicking the 'Browse' button or pasting the file name. There are 'Save' and 'Cancel' buttons.

## Upload attachments

In this section attachments (e.g. job references, certificates, etc.) can be uploaded. Afterwards please select a category for the appropriate attachment.

**Maximum file size is limited to 2 MB per file in format: .pdf, .doc, .ppt .**

If a file size is more than 2 MB an error message may occur. Make sure that you do not use special characters or umlauts in the file name.



## General technical information

### Cookies and JavaScript

Please activate the "Accept cookies" function in your browser options. Furthermore, your browser must be able to display "Java Script". For further instructions please consult the "Help" function of your browser (usually by pressing F1).

### Pop-up blockers

Please deactivate all popup blockers, since our system opens some requests for information in separate windows. Without these windows, you cannot enter a complete application.

### Recommended Monitor Resolution Setting:

The recommended monitor resolution setting is 1024 x 768 (17" monitor).

### Supported operating systems and browser types:

	IE 5.5	IE 6.0	NS 7.1	AOL 7.0	AOL 8.0	FireFox 1.5	Safari 2.0
<b>Windows NT</b>	Yes	Yes	Yes	Yes	Yes	Yes	N/A
<b>Windows 2000</b>	Yes	Yes	Yes	Yes	Yes	Yes	N/A
<b>Windows XP</b>	N/A	Yes	Yes	Yes	Yes	Yes	NA
<b>Mac OSX 10.4.4</b>	No	No	No	No	No	Yes	Yes

If you have problems or questions with our online application process, please send an e-mail to [recruit\\_de@benteler.de](mailto:recruit_de@benteler.de).