

**SCHAEFFLER**



## **Online Application – Step by Step**

## Content

1. Job Search .....	3
2. Online Application .....	5
3. Initial Registration/Login.....	6
4. Application Process .....	7
5. Speculative Applications .....	8
6. Candidate Portal .....	9
7. Password Request.....	11
8. Further Information .....	12

## Foreword

Dear applicant,

We have prepared these instructions to assist you with your application at Schaeffler. Step by step, we will show you how to store your data and documents as quickly as possible in our system so that the HR department can review them immediately and thoroughly.

You can additionally obtain an automatic notification from the system as soon as a job that matches your requirements is advertised.

Please ensure that your pop-up blocker is switched off when searching for jobs and making applications and ensure that you use the latest version of Internet Explorer as your browser if possible.

We wish you every success with your application!

## 1. Job Search

You can access the job search for the various Schaeffler regions directly from our Careers pages.



These instructions are for the standard job search for jobs in Europe and the Asia Pacific region. There are separate postings for job opportunities for the North America and South America regions that you can also access via the Careers pages.

The screenshot shows the Schaeffler Careers website. On the left is a navigation menu with 'Careers' highlighted in green. Under 'Careers', 'Job search' is also highlighted in green. The main content area is titled 'Job search' and includes a welcome message: 'Welcome to our Job Search Section! We offer job opportunities for everyone, from students to professionals in a wide range of functions and in many locations worldwide. Apply now and become part of the Schaeffler team. Please choose the region you are interested in below.' Below this are three columns for different regions: 'Europe and Asia/Pacific', 'North America', and 'South America'. Each column has a photo and a link: 'Standard Job Search' (highlighted with a red box), 'Jobs in North America', and 'Jobs in South America'. At the bottom of the 'Europe and Asia/Pacific' column, there is also a link for 'Mobile Job Search'.

The following search options are available in the standard job search for jobs in Europe and Asia Pacific.

- a) Full text search
- b) Search criteria for open positions (multiple selection possible by holding the CTRL key)
- c) Combination of a) and b)

The screenshot displays a job search interface with two main sections. The top section, labeled 'Full Text Search', includes a text input field for 'Keywords' and a dropdown menu for 'Search Method' currently set to 'With at least one of the words'. The bottom section, titled 'Search Criteria for Employment Opportunities', features four vertical scrollable lists: 'Functional Area' (with options like Application Engineering, Consulting, Electrical engineering, Finance/Controlling), 'Job Level' (with options like Admin - Clerical, Apprenticeship, Director or above, Doctorate), 'Country' (with options like Australia, Austria, Belgium, China), and 'City' (with options like Almaty, Ansan, Arlandastad, Balikpapan). Red circles with the letters 'a' and 'b' are overlaid on the right side of the interface, corresponding to the search options listed in the text above.


## 2. Online Application

If you have found a suitable job, you can use the **Apply** button to start the online application process.

Print Preview **Apply** Tell a Friend



**We shape the mobility for tomorrow**



Schaeffler is a dynamic global technology company and its success has been a result of its entrepreneurial spirit and long history of private ownership. Does that sound interesting to you? As a partner to all of the major automobile manufacturers, as well as key players in the aerospace and industrial sectors, we offer you many development opportunities.

We are looking for you to strengthen our team as

**Engineering Service (m/f)**

Reference Code: DE-C2-HZA-17-00046  
Location(s): Herzogenaurach

**Exciting assignments and outstanding development opportunities await you because we impact the future with innovation. We look forward to getting to know you.**

### 3. Initial Registration/Login

Click **Apply** to access the login screen.

- Use the **First Registration** option if you do not have a login yet or
- **Login for already registered applicants** if you already have login details for our candidate portal.

**Schaeffler Candidate Portal** Schaeffler Graduates Professional Program (S\_GaP) →]

We are glad that you are interested in joining Schaeffler Group.  
Our career portal enables you to apply online with the following advantages:

- You can decide if you would like us to contact you for some other suitable positions
- If you do not find a matching position now, please register and we will stay in contact with you via our job agent .
- Use your already saved data for another application with the Schaeffler Group.

Fields marked with \* are mandatory.

**First Registration**

First Name:

Last Name: \*

E-Mail: \*

Repeat E-Mail: \*

[Data Privacy Statement](#)

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

End registration and start application

[Save and Continue →\]](#)

**Login for already registered applicants**

Have you already applied?

[Login →\]](#)

If you did not receive a password yet, please use:

[Request Password →\]](#)

#### Initial registration

- Enter your name and your e-mail address (a)
- Then confirm that you have read and accepted the data privacy statement and start the application process (b)
- The system will then guide you through the application process
- At the same time, you will receive an e-mail with a confirmation of your registration with further information for logging on at a later date
- After completing your application you will also receive a password via e-mail



If you do not wish to complete your application directly afterwards, you can request a password by clicking on the following link and entering your e-mail address in order to complete the application later: [Request password](#) (see also section 7).

#### Login for registered applicants

If you already have a login for the candidate portal, please use the [Login for already registered applicants](#) (c).

## 4. Application Process

The system guides you through the application process step by step:



The number of steps displayed can vary depending on the position’s job level.



If, during the application process, not all of the steps illustrated above are displayed, you can add the remaining data to your candidate profile (refer to section 6).



Because the candidate profile is the basis for the application, we recommend that it be updated before the first and prior to every further application.



Data that are entered during the application process are automatically updated in your candidate profile. If you have already maintained your profile prior to the actual application, the data that you last entered are displayed during the application process.



Changes to your candidate profile have a direct effect on any ongoing applications.

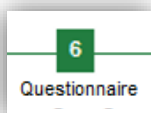
### Tips and instructions for online applications:



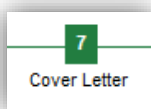
The application process is significantly faster if you upload your application documents as an attachment and only complete the mandatory fields (indicated by a red star) during the application itself.



Proceed to the next input window by clicking on the next tab in the navigation bar. Your data are saved automatically.



**Questionnaires** can be used to request information specific to the job. A questionnaire is **not always available**.

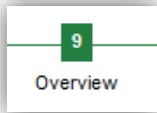


In the **Cover Letter** tab you can type in your cover letter in a textbox. Please note that we really recommend you to use that text box because this is the only way to ensure that the cover letter is only stored together with the job for which you are applying.



Any attachments that you have previously uploaded are saved under the **Attachments** tab and do not need to be uploaded again during subsequent applications. The **pdf\_summary** attachment is automatically generated by the system and provides a summary of all attachments in a single file. There is a total of 5 MB to load the following file formats: doc, docx, ppt, pptx, pdf, bmp, tif, jpg.

**Please make sure at this point not to upload your cover letter.**



You can lock or release your profile in the **Overview** tab. When a profile is released, it is possible for the HR department to contact you about other suitable jobs.



The application is only completed when you click the **Send Application Now** button in the Overview tab.

Confirmation is given that the application has been sent.  Your application was sent

## 5. Speculative Applications

If you cannot find any suitable jobs under Job Opportunities, we recommend the following procedure:

- Edit your candidate profile (refer to section 6)
- Ensure that you complete the **Expectations** section in as much detail as possible
- Release profile



Once your profile has been released, the HR department can find you in the Schaeffler candidate pool. Only when your profile is released is it possible for the HR department to contact you about other suitable jobs. You can lock your profile at any time.

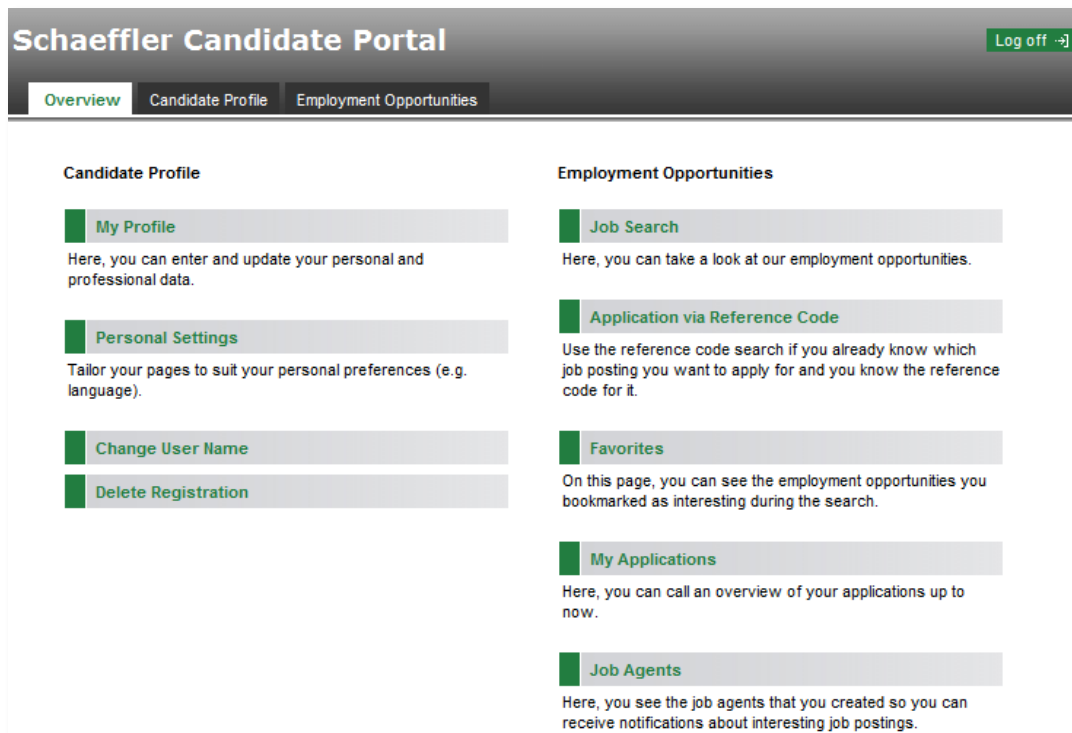


## 6. Candidate Portal

To access your candidate profile, enter your user name and password. Click on the following link to go to the candidate portal: [Log On](#)



You received your login details per e-mail in our first confirmation of your application. You can also request your login data via the following link by entering your e-mail address: [Request password](#) (see also Section 7).



## **Candidate profile**

### **My profile**

- You can manage your profile here, independent of any applications
- Changes to your profile also have an effect on any applications that have already been submitted
- The profile remains saved and is available for use in subsequent applications
- When your profile is released, you can then be actively contacted (refer to section 5)

### **Personal settings**

- Preferred language: You will receive your application-related correspondence in this language
- Display format for data overviews: We recommend selecting the PDF format.

### **Change user name**

You can change your user name here.

### **Delete registration**

Here, you can delete your registration and all your profile data. Active applications are then withdrawn automatically. If you would like to apply again at a later time, you must re-register and enter your data again.

## **Employment opportunities**

### **Job search**

- Refer to section 1

### **Application via reference code**

- Every job advertisement includes a reference code
- If you already know the reference code, you can search for the job directly here

### **My Favorites**

- In the job search function, you can mark favorites in the results list
- An overview of these jobs at a glance can be found here

### **My Applications**

- You can view all of your applications here
- The status and date of each application are displayed
  - Draft: You have not yet submitted your application. You can send the application at any time by marking the line and clicking the Apply button as long as the job advertisement is still active (i.e. it is possible to click on the job title).
  - In Process: Your application is being processed by the HR department or has been forwarded to the relevant department for review.
  - Withdrawn: You have withdrawn your application of your own accord. We will no longer consider it for the job.
  - To Be Hired: Your application was successful and we would like to hire you. A proposed contract will be sent to you.
  - Rejected: Unfortunately, your application was not successful. A rejection letter has been/will be sent to you.

### **Job Agents**

- The Job Agent is a newsletter that informs you via e-mail about jobs that match the search criteria that you have set (a maximum of 5 Job Agents can be stored)

## 7. Password Request

If you would like to request a password for the first time or if you have forgotten your password, click “Password forgotten” on the login screen (see screenshot) or click this link to request a new one: [Request password](#).



You will receive your new password within 5 minutes per e-mail. Please do not request more than one password at a time.



When logging in using the new password sent via e-mail, you must change it during the next step of the login process. The system will request your **current password**. **Here, please enter the password you received via e-mail and not the password you previously used.**

**Change Password**

This is an initial password that must be changed

---

User

Current Password \*

New Password \*

Repeat Password \*

The password must contain at least eight characters, one capital letter (A-Z) and one figure (0-9).

## 8. Further Information

### Data protection

Your personal data will be treated confidentially in accordance with legal regulations. Your data are protected from unauthorized access during the electronic transmission. Click on the following link to read the privacy statement: [Data protection policy](#)

### What information do you need for your application?

For your application, you need, of course, the most important facts about yourself (including certificates, etc.), your background (vocational training, studies, and professional career), and your special qualifications. You should explain your motivation for applying for the job in the free text field under **Cover Letter** (refer to section 4). Of course, you can attach additional documents (e.g. references) to your online application.

### How long does the application take?

When making your first application/compiling your profile for the first time, the amount of time required depends heavily on how detailed you make your profile. Approx. 10-20 minutes are required for entering all your data. We recommend converting all of the attachments that you wish to upload into one PDF document. This will reduce the amount of time required for uploading.

If your profile has already been compiled, the time outlay is restricted to any updates to your data that may be necessary and to entering the cover letter in the dedicated field. This will only take a few minutes.



You can use the combination “CTRL + V” to insert the copied text of your cover letter quickly and easily.

### Pop-up blockers

If you use an Internet toolbar with a pop-up blocker, the pop-up blocker settings must allow pop-up windows of SAP websites.

Please also read the [FAQ](#) section of our Careers homepage under Contact & Service.

### Contact person if questions arise

If you have any questions or problems, please feel free to contact Schaeffler Recruiting Support by e-mail or telephone:

[Karriere@Schaeffler.com](mailto:Karriere@Schaeffler.com)

We look forward to receiving your application!