

## Observe the employer's instructions

Application processes and systems can vary greatly between employers. They vary in how much they are digitalised, standardised and how complex they are. You often submit your documents by e-mail or upload them via a form on the employer's website. Sometimes you have to create a profile in the system and enter the contents of your application again or additional information. However, it can also be the case that initially only a CV is expected. Postal applications are rarely requested or even accepted anymore.

### Be guided by the wishes of employers

Check the procedure and the requirements – before you create your application. This can save time and prevent you from receiving a rejection because of technical errors or missing information. Always deliver your application the way the recipients want it – i.e. via the preferred channel, with all the information requested and in accordance with the technical requirements.

### Search here for information

- Check the **job advertisement** for information on the application process.
- Go through **application forms** and read everything, even the small print.
- Some systems offer the option of creating a **profile with a password**. Then you can start an application and complete / send it later.
- Look through the **employer's website**. Often there is a section on career and application – sometimes with specific and detailed advice for applicants.
- Is the application deadline already over? Clarify by phone whether you can still apply.
- You find contradictory statements or important questions remain unanswered? Contact the named persons.

### Answer these questions in advance

- **Application channel:** How should I submit my application, e.g. by e-mail, online form, application system, online profile, post? To whom exactly should I send and address my application?
- **Application deadline / Closing date for applications:** By when do I have to submit my application? Can I still submit my application in good time?
- **Application dossier / Application documents:** Which documents do I need to submit? Which information do I have to provide? What questions do I have to answer (e.g. salary requirements, starting date or preferred department)?
- **Technology:** What are the requirements for the size and format of documents? Which upload boxes are available? What does my browser need to support?
- **Application tips from employers:** What is required / appreciated? What is most important?