

CONTENT

General Questions

1. Is my data safe?

Application Process

Access to E-Recruiting

2. My e-mail address is already registered/ I forgot my password. How can I log on to the system?

Entering data, uploading documents, editing entries

3. Why do I have to give details like resume, cover letter, qualifications twice – both in the respective category and also as upload under “add attachments”
4. Can I enter my data in more than one language?
5. Do I really have to make entries in every section of Your Profile?
6. I was asked to attach additional documents to my application. Can the Recruitment department see all my documents immediately or do I have to reapply?
7. I have uploaded all my application documents. I am applying for more than one position, can I select which documents I attach to each separate application?
8. How can I change my cover letter after I have submitted my application?

What happens next?

9. What does the Candidate status tell me?
10. Who can access my application and upload documents?
11. When can I expect the final feedback on my application?

Application

12. What happens when I apply for a job?
13. How can I withdraw my application?
14. I applied for a specific position. Will my application be automatically considered for other positions?
15. Can I apply via e-mail/ by post?
16. How many positions may I apply for?

Frequently Asked Questions: E- Recruiting

General Questions

1. Is my data safe?

The E-Recruiting tool complies with SAP's Global Data Privacy Policy.

Application Process Access to E-Recruiting

2. My e-mail address is already registered/I forgot my password. How can I log on to the system?

Access the web page www.sap.com/careers and choose "login". Proceed to the link "password forgotten" and enter your e-mail address. After pressing the button "submit" you will immediately receive a system-generated e-mail with new access data (user name and password).

Entering data, uploading documents, editing entries

3. Why do I have to give details like resume, cover letter, qualifications twice – both in the respective category and also as upload under “add attachments”?

Entering details in the different categories gives a standard overview for easy comparison of candidates. Uploading documents makes it possible to assess candidates more individually.

4. Can I enter my data in more than one language?

Your application should be in the same language as the job posting you are responding to.

If you decide to register in our talent pool, it is helpful if you enter your data in English. This makes it easier to match your registration to open positions.

5. Do I really have to make entries in every section of Your Profile?

It makes sense to provide as much information about yourself and your skills and experience as possible. However, it is necessary to fill in all the information which is marked by asterisks and attach your Cover letter and Resume in ‘Add Attachment’ folder.

6. I was asked to attach additional documents to my application. Can the Recruitment department see all my documents immediately or do I have to reapply?

The Recruitment department can see the newly attached documents immediately. You therefore do not have to reapply.

7. I have uploaded all my application documents. If I am applying for more than one position, can I select which documents I attach to each separate application?

As soon as you complete your application, all the documents you have attached to it are visible in every application you submit. You have the option of writing an individual cover letter for each application.

8. How can I change my cover letter after I have submitted my application?

You can upload a new Cover Letter in “Add Attachment” folder.

What happens next?

9. What does the Candidate status tell me?

It provides information about the current status of your application:

In process: Your application is still being processed either by a Recruiter or was already forwarded for a review of the Hiring manager.

Withdrawn: You withdrew and we will not progress with your application any further.

Not selected: You should have received a call or an e-mail from a Recruiter. We have chosen to pursue other applicants.

10. Who can access my application and uploaded documents?

Your documents can be viewed by members of Recruiting department and if you have applied for a specific position, your data can be forwarded to the respective Hiring manager.

11. When can I expect the initial feedback on my application?

You should receive an initial feedback within 2 weeks.

Application

12. What happens when I apply for a job?

First, a recruiter checks your completed application. If it matches the job profile, he or she forwards your application to the responsible Hiring manager. The manager then decides how to proceed with the application.

13. How can I withdraw my application?

When you select Applications, you get an overview of all the applications you have submitted. Mark one of the applications displayed and click Withdraw/Delete.

14. I applied for a specific position. Will my application be considered for other positions?

To comply with various global employment requirements, you need to apply for every job you're interested in. If you wish to be considered for future openings, please release your profile in Talent Pool.

15. Can I apply via e-mail/ by post?

In order for your application to be considered you must complete your application via an Online Recruiting tool.

16. How many positions may I apply for?

You may apply to as many positions that you feel you are qualified for.

