Helmholtz-Zentrum Geesthacht
Zentrum für Material- und Küstenforschung

Date: September 2019

Online Application at HZG

Step-by-Step

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Foreword

Dear Applicant,

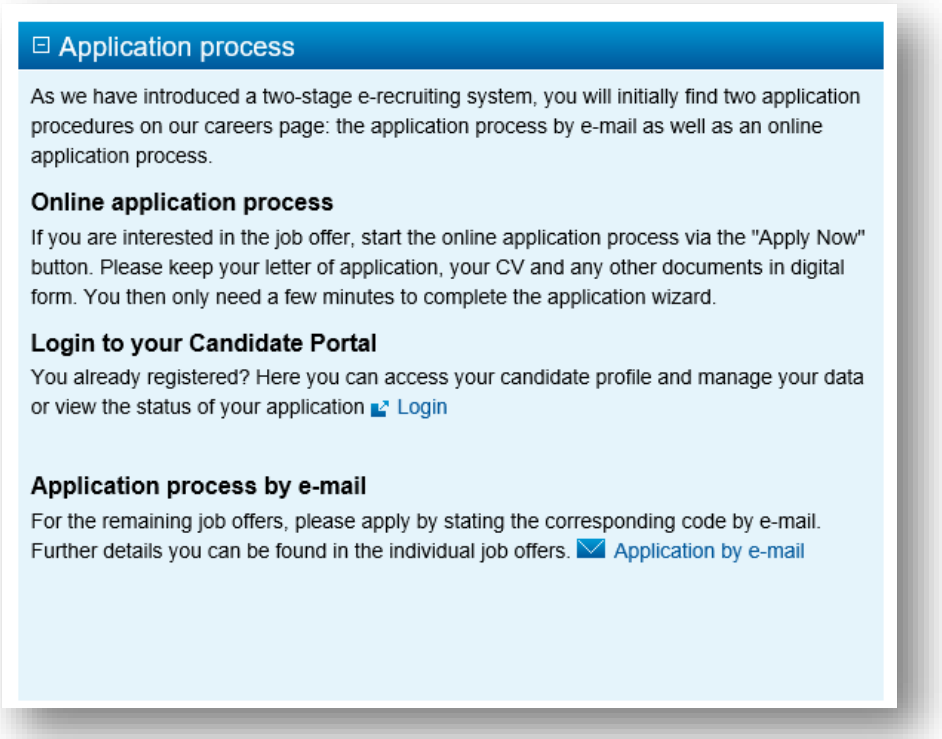
These instructions are intended to facilitate the process of you applying for a position at the Helmholtz-Zentrum Geesthacht. We will show you step-by-step how to quickly enter your data and upload your documents to our system, which will enable us to quickly and thoroughly review your records.

Please make sure you allow pop-ups while you are searching/applying for a position and please use an up-to-date version of Internet Explorer.

We wish you much success!

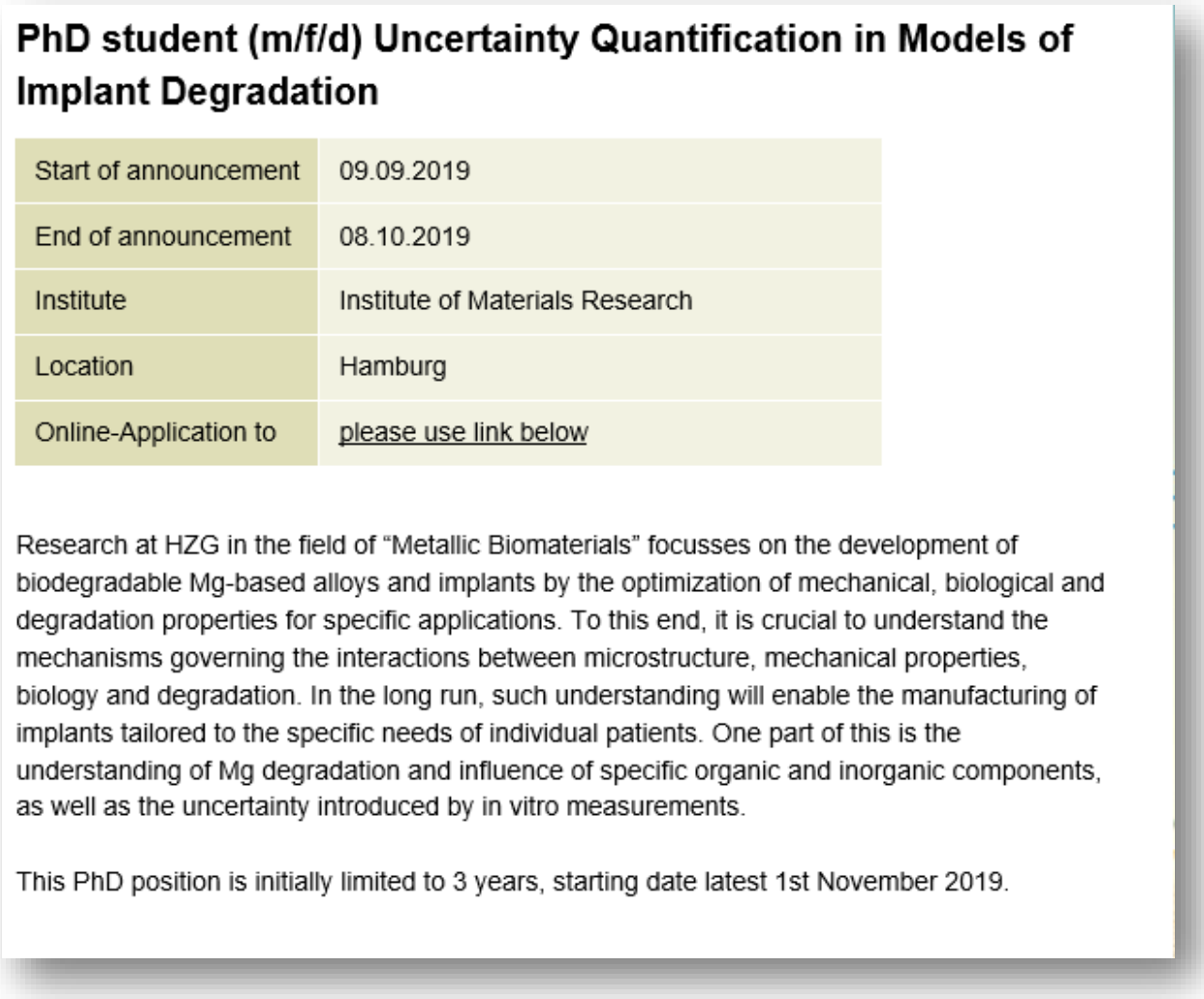
1. SEARCHING FOR A POSITION

You have the option to search for a position or look at employment opportunities on our Career & Campus page. As we have introduced a two-stage e-recruiting system, you will initially find two application procedures on our careers page.



Vacancy	Application deadline	Institute	Location
PhD student (m/f/d) Uncertainty Quantification in Models of Implant Degradation	08.10.2019	Institute of Materials Research	Hamburg

The link to the vacancy will take you to the job description and the online application portal.



PhD student (m/f/d) Uncertainty Quantification in Models of Implant Degradation

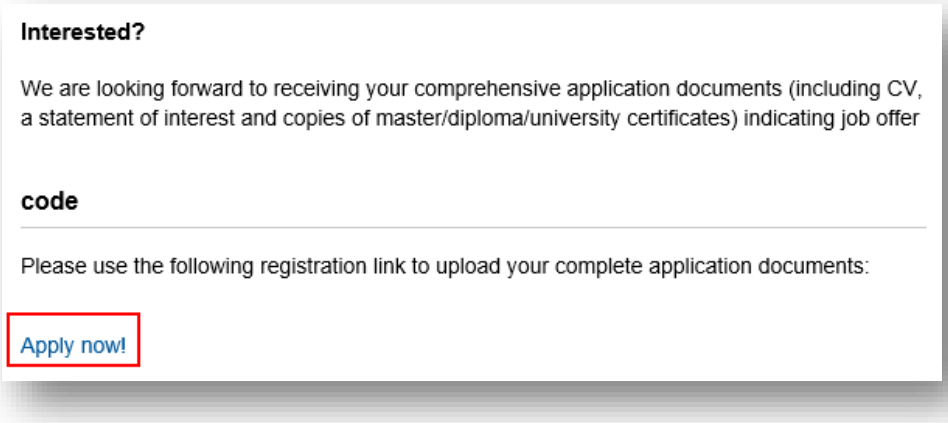
Start of announcement	09.09.2019
End of announcement	08.10.2019
Institute	Institute of Materials Research
Location	Hamburg
Online-Application to	please use link below

Research at HZG in the field of "Metallic Biomaterials" focusses on the development of biodegradable Mg-based alloys and implants by the optimization of mechanical, biological and degradation properties for specific applications. To this end, it is crucial to understand the mechanisms governing the interactions between microstructure, mechanical properties, biology and degradation. In the long run, such understanding will enable the manufacturing of implants tailored to the specific needs of individual patients. One part of this is the understanding of Mg degradation and influence of specific organic and inorganic components, as well as the uncertainty introduced by in vitro measurements.

This PhD position is initially limited to 3 years, starting date latest 1st November 2019.

2. ONLINE APPLICATION

Once you have selected a suitable position, click **Apply now!** to get started.

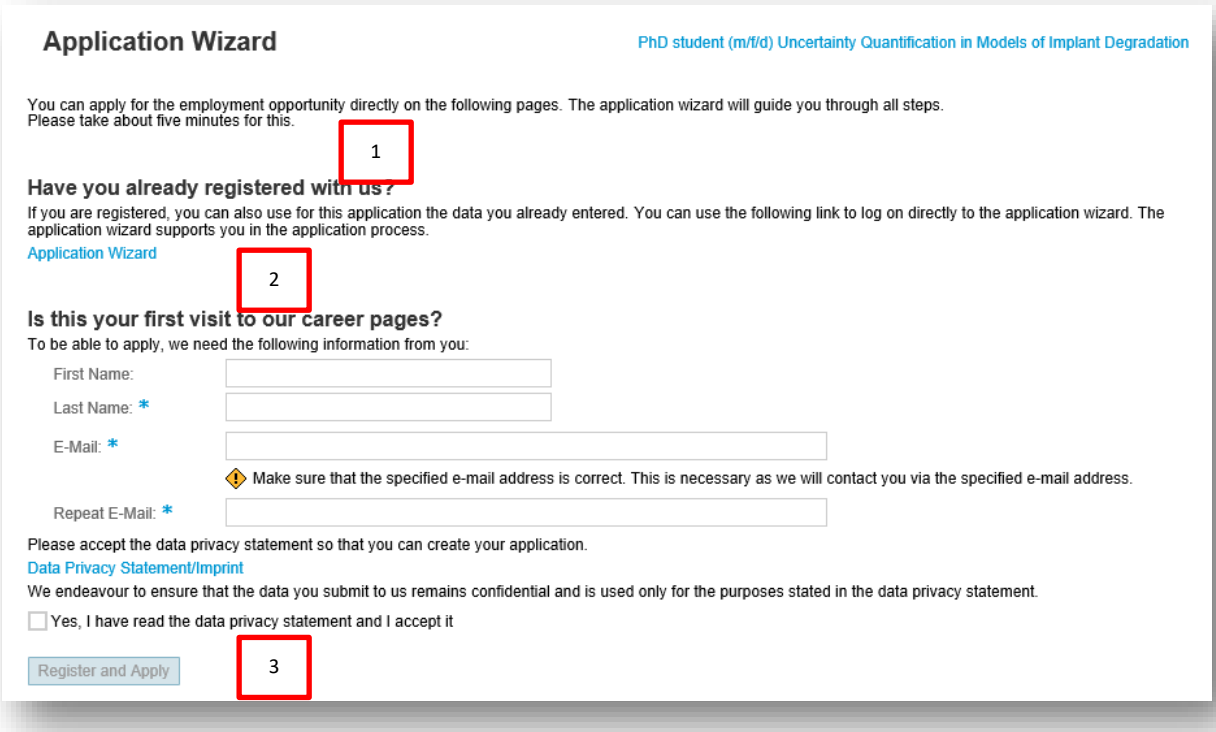


3. INITIAL REGISTRATION / LOGIN FOR RETURNING USERS

After clicking **Apply Now!**, you will be taken to a registration screen.

If your candidate profile is already registered, skip straight to your profile (1).

Otherwise, enter your **name & email address** (2) in this window and confirm that you have read the Privacy Policy (3). You can access the data protection declaration by following the link.



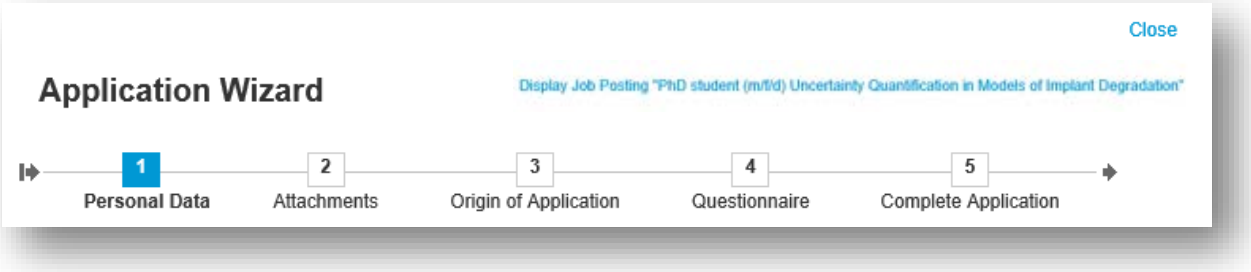
If this is your first time using the HZG online application system, please read our information on data protection. You will not be able to use our system without confirming your acceptance of the Privacy Policy.

Once you have given your details, an application wizard will appear to assist you in creating your application. When your application is complete, you will receive an **email with your login data (confirmation of registration)**, which will allow you to edit your candidate profile at a later date.

4. APPLICATION PROCESS

The application wizard will guide you through up to six individual steps, where you can provide various information.

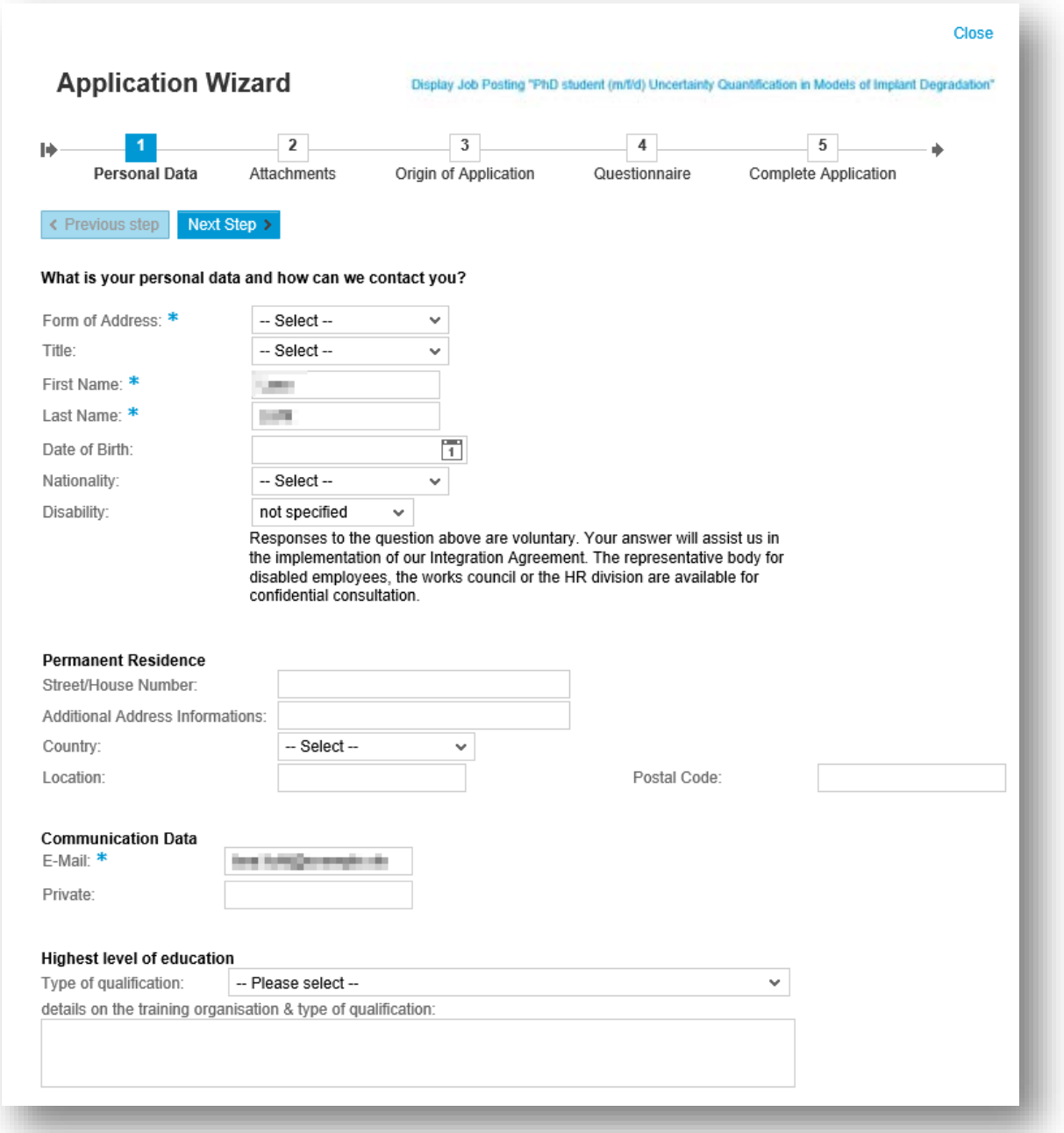
Please have digital copies of your cover letter, your curriculum vitae, and any other documents available as you will then be able to complete the application in just a few minutes.



1 Personal data

This is where you can edit your personal data. Your email address and name are already saved during registration. You are not required to provide an address as we will be communicating with you by email. Click to move on to the next step and your entries will be saved automatically.

Important: You will be contacted by email. Please make sure the address is correct.



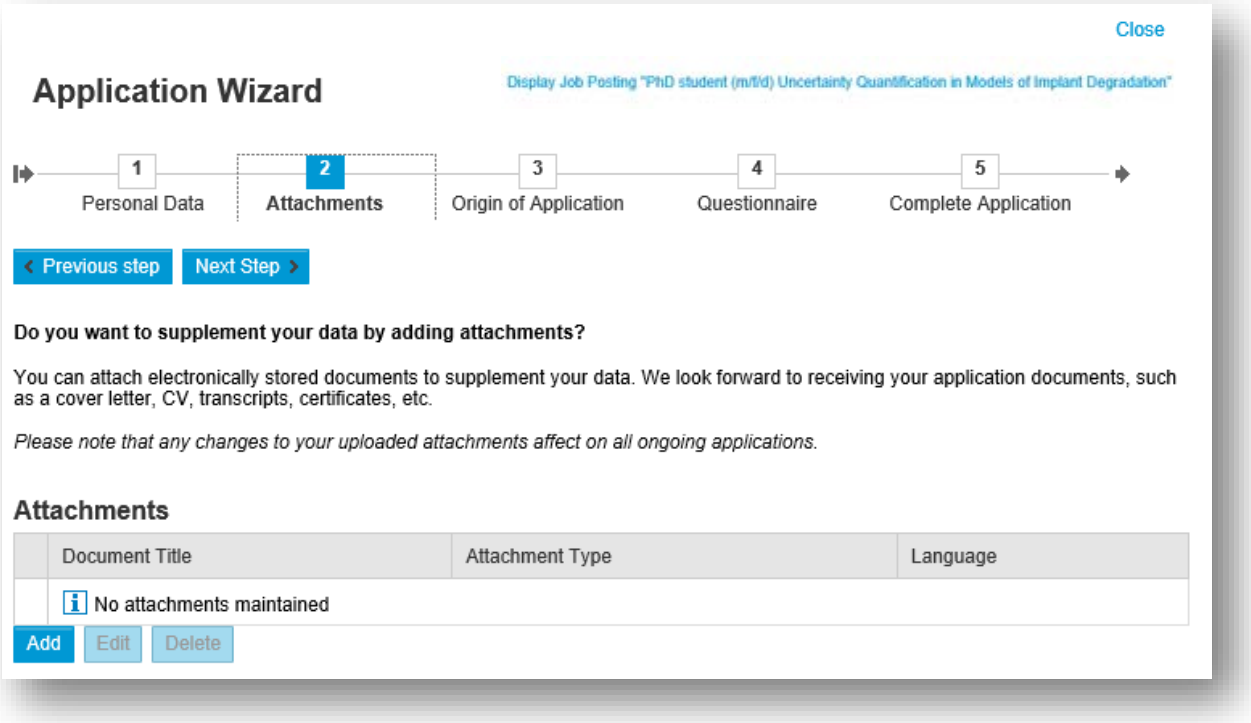
2 Attachments

You can attach essential documents related to your application to your profile (up to a total size of 5 MB), e.g. your curriculum vitae, certificates. The following file formats are supported:

- ✓ Adobe Acrobat (*.pdf)
- ✓ Microsoft Word (*.doc, *.docx, *.rtf)
- ✓ Microsoft Excel (*.xls, *.xlsx)
- ✓ Microsoft PowerPoint (*.ppt, *.pptx)
- ✓ Selected image formats (*.jpg, *.jpeg, *.bmp)

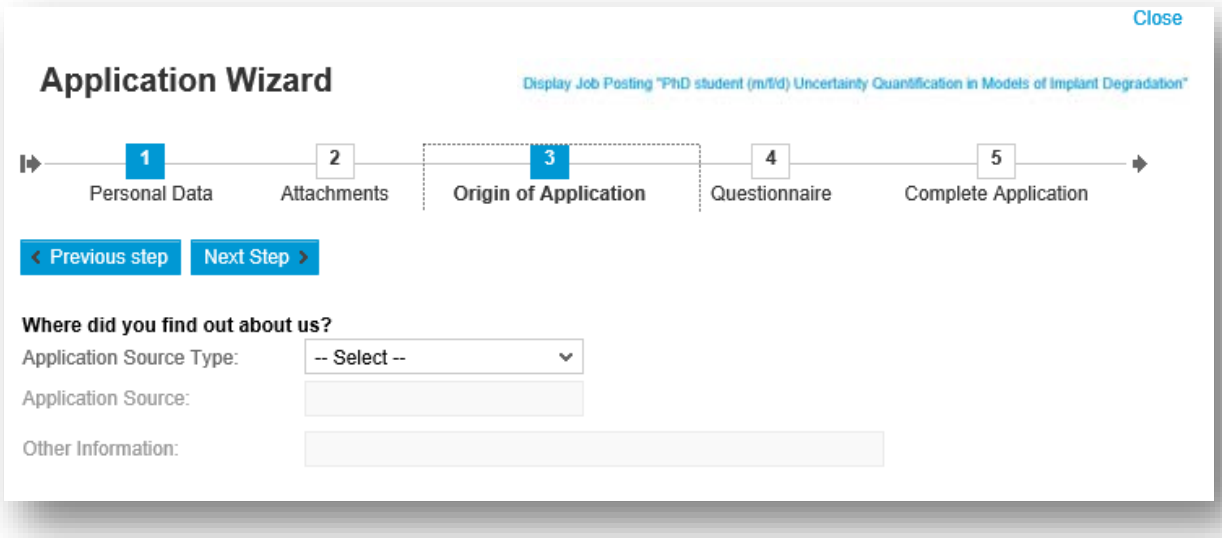
Please note that compressed files (.zip) cannot be uploaded.

The uploaded attachments are then saved to your profile, i.e. all the attachments are displayed for all applications.



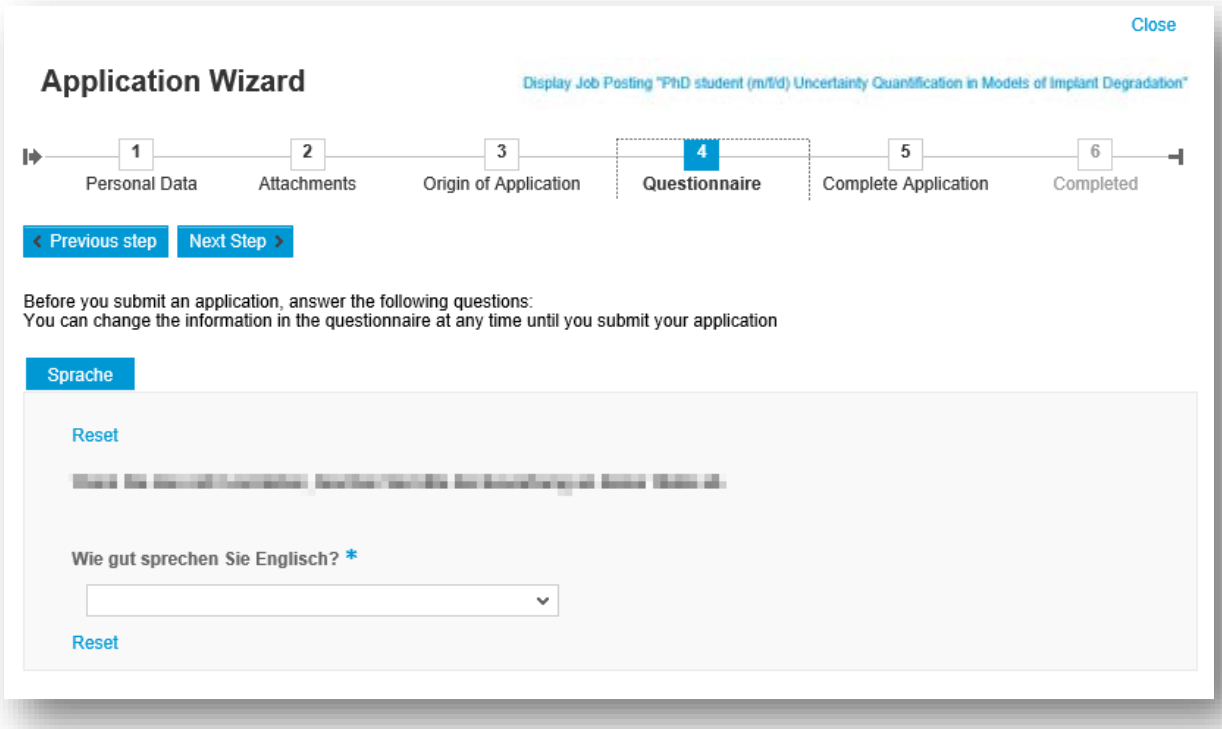
3 Where you heard about us

Please let us know how you became aware of us. You can choose from among several options.



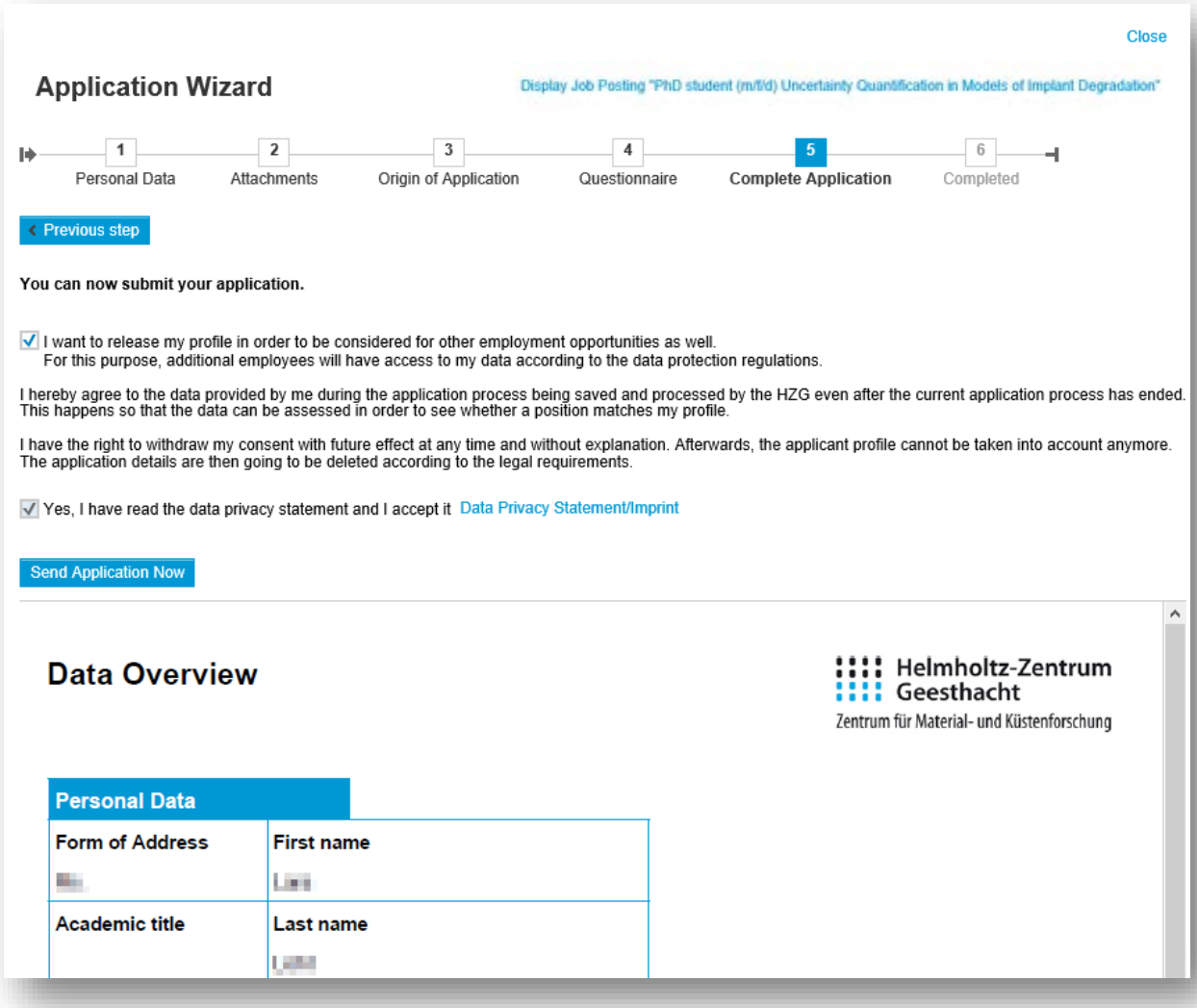
4 Questionnaire (optional)

You may be asked to answer some questions. The questions have been drawn up jointly by the HR department and the relevant specialist department and serve to gather information specific to the position. There may not be questions attached to all vacancies.



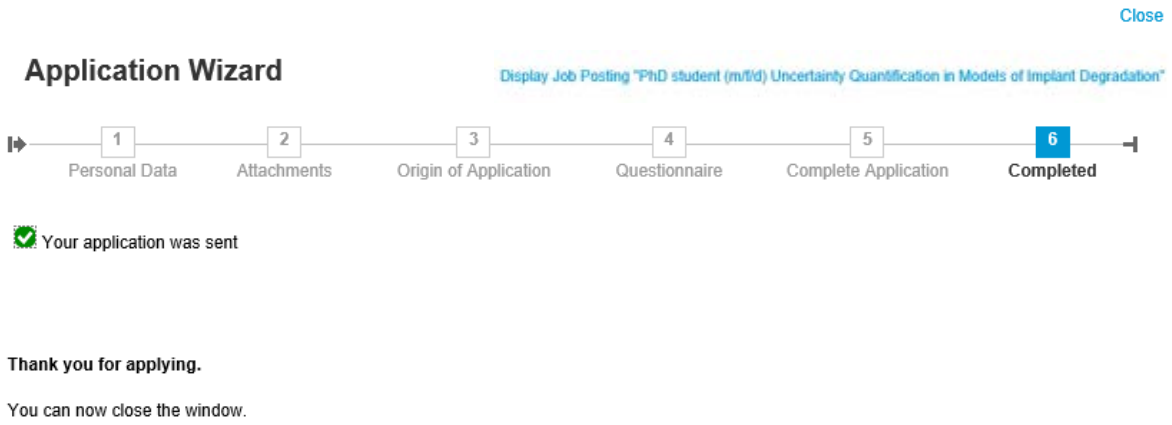
5 Completing your application

Here, you can view the information you have provided again and submit your profile to the HZG candidate pool, or block it if you are no longer interested in a position with the HZG. If you submit your profile, the HR department is able to find it in the HZG candidate pool.



6 Completed application

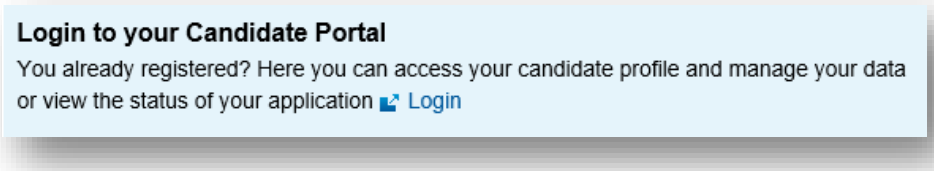
Once your application has been successfully submitted, the system will display a message to that effect.

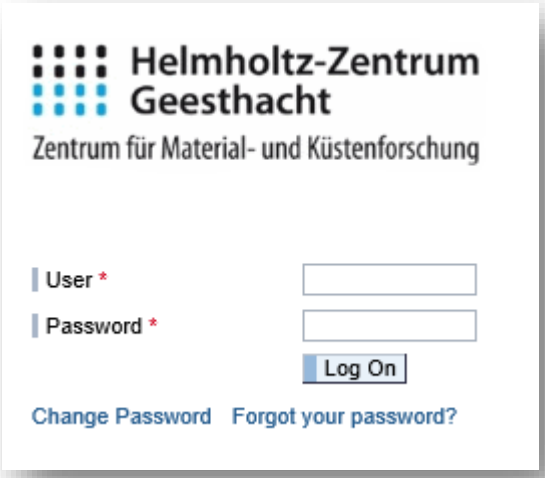


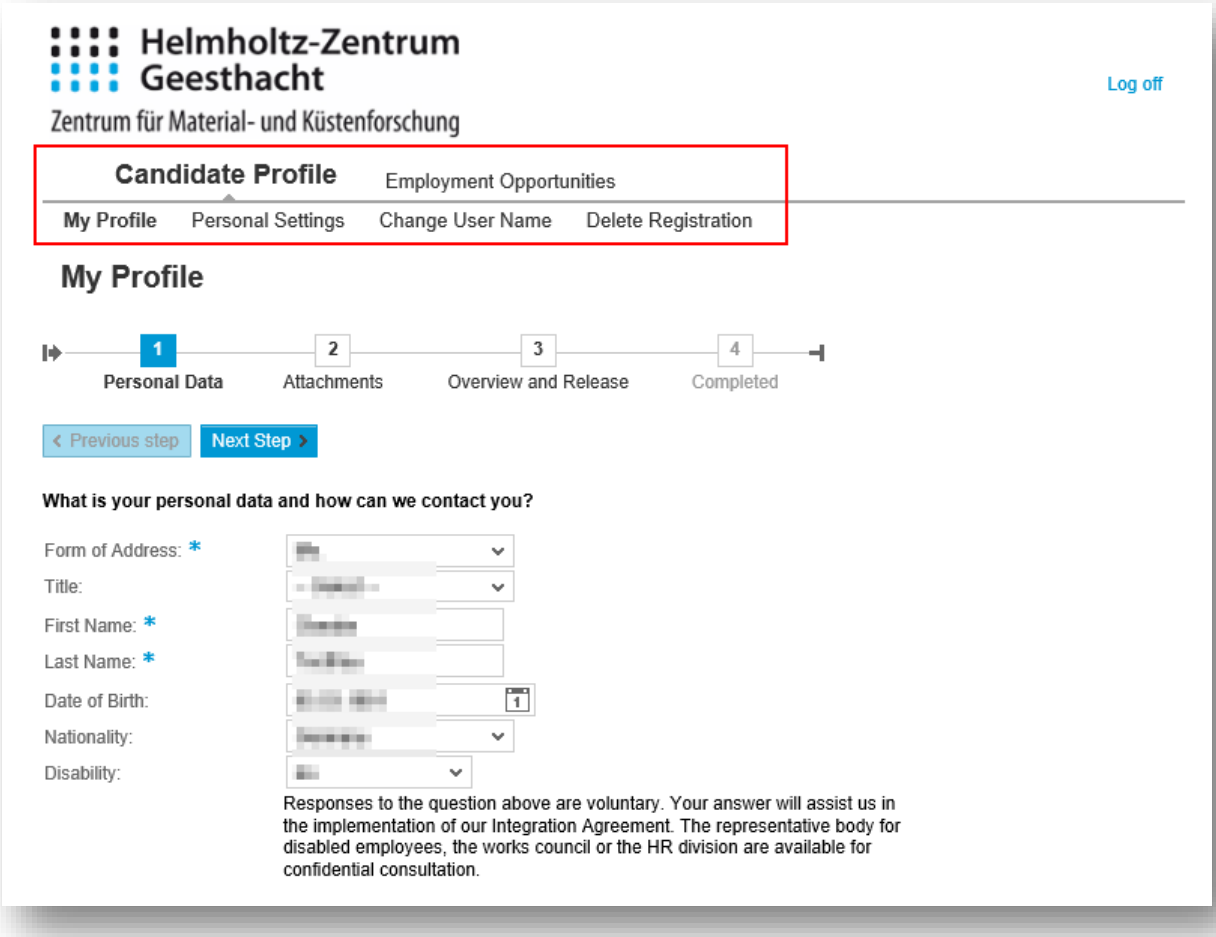
The confirmation of receipt of your application will be sent to your email address within a few minutes. Your application will be available for the HR department to view as soon as you have submitted it.

5. CANDIDATE PORTAL

The data you submit will be available online in your candidate profile at any time. You can access your candidate profile via the "Login" link on the careers page. Enter the username and password you received when you first registered. There, you can edit your profile, for example by updating attachments or entering further information in the “Personal details” section. Furthermore, you can submit your profile to make it available in our HZG candidate pool and also use further functions.




Helmholtz-Zentrum Geesthacht
Zentrum für Material- und Küstenforschung
User *
Password *
Log On
Change Password
Forgot your password?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Log off
Candidate Profile
Employment Opportunities
My Profile
Personal Settings
Change User Name
Delete Registration
My Profile
1 Personal Data
2 Attachments
3 Overview and Release
4 Completed
Previous step
Next Step
What is your personal data and how can we contact you?
Form of Address: *
Title:
First Name: *
Last Name: *
Date of Birth:
Nationality:
Disability:
Responses to the question above are voluntary. Your answer will assist us in the implementation of our Integration Agreement. The representative body for disabled employees, the works council or the HR division are available for confidential consultation.

General information on the candidate pool

The HZG candidate pool is a platform that enables you to make your profile available to the HZG HR department and to keep it up to date.

An individual candidate profile will be created for you when you first apply for a position. It is the place where data relevant to your application is saved, so that you can use it for future applications. Other functions are also available, such as a status overview for all applications, automatic notifications, and various job search options.

You can submit your candidate profile to the HZG candidate pool. This gives the HR department access to your profile and allows it to consider you when a position becomes available. Your profile will be displayed when the HR department conducts an active search for certain criteria that you fulfil. This means that the better you maintain your submitted candidate profile, the better your chances are of being considered when filling vacancies.

Of course, you can block your profile at any time. In this case, the staff in the HR department cannot access your data during this time. As an applicant, however, you always have the option to submit your data again.

Candidate Profile

My Profile

You can change your profile data any time by following the steps listed above. These will then automatically be available to you for your next application.

Please note: If you actively apply for a position, the data you have changed will also be displayed. You can also update attachments or edit your data here.

Personal Settings

In your personal settings, you can select what format your data is to be displayed in. We recommend displaying it as a PDF. You can also select which language to receive correspondence in.

Change User name

You can change your username if required, although it is rarely necessary.

Delete Registration

This is where you can delete your registration, i.e. remove your entire profile data. This will also mean automatically withdrawing any ongoing applications. Please contact the HR department beforehand. If you wish to apply again at a later date, you will have to first register all your data and then keep it up to date.

Employment Opportunities

Job Search

There are several ways to search for interesting jobs. You can use the "Search vacancies" tab to find the right job for you by selecting specific criteria. Press and hold Ctrl to select multiple options in the same field.

Alternatively, you can use the free text search to find attractive vacancies by entering keywords that you would expect to appear in the description of a position you are interested in.

The search results are displayed as a list. There, you will find out more details and can also apply for the specific position. If you wish to look for similar positions later, click “Save my search” to remember the criteria.

You can also use the “Job agent”, which will use your criteria to send you matching positions as they become available (passive search). You can select various search criteria and determine how often you would like to receive such information (daily, weekly, monthly). When selecting the search criteria for the job agent, please be aware that you cannot set up more than five job agents.

Application via Reference Code

A reference code is provided for each vacancy listed. If you know the reference code, you can use it to search for the position directly.

My Applications

This is where you can view all your applications. The system displays the status and date of the application.

- Draft

  Your application has not yet been completed. You can return to it and complete it at any time. Please note whether the position is still available (you can click available positions to open them). As long as your application is marked as a draft and has not been submitted, the HR department has no access to it. You will not be considered for the position.

- In Process

  Your application is still being processed by the HR department or has already been forwarded to the relevant department for review.

- Withdrawn

  You have withdrawn your application. It will no longer be considered. Please let the HR department know of your decision to withdraw your application.

- To be Hired (employed)

  Your application has been successful, and we would like to employ you. You will be sent an offer.

- Not Selected

  Unfortunately, you could not be considered for this position. We have written/will write to you to let you know that your application has not been successful.

6. REQUEST PASSWORD

If you would like to request a password for the first time, please register via the link “Register here”. You will then receive an email with your access data. If you have forgotten your password, please click “Forgotten password” on the login screen (see screenshot).

You will receive the new password by email within a few minutes. Please do not request multiple passwords at the same time.

If you log in using the new password you received by email, you will be asked to choose a new password in a further step. The system will ask you for the current password. Here, you need to enter the password you received by email, not the password you used previously.

7. GOOD TO KNOW

Data protection

Your personal data will be treated as strictly confidential in accordance with the statutory provisions. Your data is transmitted securely to better protect your privacy. You can find more information on data protection on our web page.

What data and information do you need for your application?

For your application, you will of course need to provide the most important data and facts about yourself (including certificates etc.), information on your career (education/studies and professional career), and any special qualifications you have. Of course, you can also provide other attachments (e.g. job references) with your online application.

How long does it take to apply?

It only takes a few minutes to enter all the data required for your application/profile maintenance. We recommend that you prepare all attachments that you want to upload digitally in advance. This will shorten the time it takes to upload them. If your details have already been saved, applying for a position is even quicker, as most of the details in your online profile can be used.

When can I expect to receive feedback on my application?

When you submit your application, you will receive an automatically generated confirmation of receipt from us within a few minutes. Your application will then be processed promptly **after the application deadline** and we will get back to you.

Pop-up blocker

If you use an Internet toolbar with pop-up blockers, you will have to set it to allow pop-up windows from SAP websites.

Who to contact if you have any questions

If you have any questions or problems, please feel free to get in touch with our HR department by email:

support-recruiting@hzg.de

We look forward to receiving your application!

FOR PEOPLE AND THEIR
FUTURE ENVIRONMENT

Helmholtz-Zentrum
Geesthacht
Zentrum für Material- und Küstenforschung

Helmholtz-Zentrum Geesthacht
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wissen
schafft
nutzen