

How to use the App DGUV job

How to install the App:

Participation in the App is on a voluntary basis for me. I will get the access data directly from DGUV job.

I can download the App on my mobile device via the website ☑ <u>www.job-</u> <u>bg-direkt.de/bewerber</u> or using the QR-code. For a more easy access from the mobile device, I can create a link on the start page.

Immediately upon the first log-in, I need to change the password and here we go.

My options:

Using the **MENÜ** on the start page, I can find various functions:

DGUV job Service für Arbeitsvermittlung Deutsche Gesetzliche Unfailversich	herung	
Startseite		
Max Mustermann		
Stammdaten	Unterlagen	
Stellenvorschläge	Stellenaktivität	
Kontakt	Abmelden	
Impressum - Datenschutz		

Under **STAMMDATEN** (personal data), I can view my contact data and search parameters and have them amended.

• Under **STELLENVORSCHLÄGE** (job proposals) I will find job proposals

that are interesting to me. In the event of new job proposals I will receive an e-mail and/or a text message/SMS. I can see any job offer and then decide, if and how to file my application. Next step will be to click on the type of my application. I know that applying by myself earns the biggest success. So I will make a smart decision!

Max-Planck-Institut für Gravitationsphysik X Reisekostens ach bearbeiter/in in 14476 Golm	
Bitte wählen Sie den nächsten Bearbeitungsschritt ausl	
Ich bewerbe mich selbst	
DGUV job soll meine hinterlegten Bewerbungsunterlagen versenden	
DGUV job soll meine hinterlegte anonyme Kurzbewerbung versenden	
Ich bewerbe mich nicht auf diese Stelle	
Abbrechen	
Strukturplanung wissenschaftliche Mitarbeiterin / wissenschaftlicher Mitarbeiter (Teilzeit 50%, Verg. Gr. TV-L E13)	

- Under STELLENAKTIVITÄT (jobs activity) I can review my decisions and actions regarding my job offers.
- Under UNTERLAGEN (documents) I can check my saved CV and certificates. I can upload a new CV and additional documents. This way I always keep my documents up-to-date.
- Under KONTAKT I can write to DGUV job directly. For example, I can let them know that I got an invitation to a job interview with an employer,

DGUV job Service für Arbeitsvermittlung Deutsche Gesetzliche Unfallversicherung
Startseite / Unterlagen
neue Unterlagen hochladen
Bewerbermappe enthält
Lebenslauf vom 18.08.2019
Arbeitszeugnis vom 19.08.2019

that I have found a new job or submit other information.

• Under **ABMELDEN** (log-off) I quit my activities in the App.

I need help:

When I have forgotten my password or have questions, I can contact my advisor or one of the contact persons:

DGUV job wishes a LOT of SUCCESS!