

Helmholtz-Zentrum Hereon

# Online Application

## Step-by-Step

Date: April 2021



Helmholtz-Zentrum  
**hereon**

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## Step-by-step guide to online applications

### Foreword

Dear Applicant,

These instructions are intended to facilitate the process of you applying for a position at the Helmholtz-Zentrum Hereon. 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.

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 page.

Information on the Application Process
Help with the Online Application Portal

**Online Application Process**

If you are interested in a specific vacancy, please make use of the online application process by clicking the "Apply now" tab below the job description.

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

**Login zum Profil**    **Are you already registered?**  
 Access your candidate profile here to manage your data or view the status of your application [Login](#)

**Email Application Process**

Please send unsolicited applications, including those for an internship or a thesis, by email to [bewerbung@hereon.de](mailto:bewerbung@hereon.de)

Current Employment Opportunitites			
Vacancy	Application deadline	Institute	Location
PhD candidate (m/f/d)	29.04.2021	Gerics - Climate Service Center	Hamburg

## Step-by-step guide to online applications

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

Homepage > Vacancies

50059368\_2 - 2021/KG 2

# PhD candidate (m/f/d)

Start of announcement	01.04.2021
End of announcement	29.04.2021
Institute or department	Gerics - Climate Service Center
Location	Hamburg
Apply now	<a href="#">Go to applicant portal</a>
Applicant management	<a href="#">Applicant Management</a>

The Climate Service Center Germany (GERICS), a scientific organizational entity of the Helmholtz-Zentrum Hereon, invites applications for a PhD candidate (m/f/d), starting as soon as, in the research project „Influence of climate change on wind energy site assessment“ (KliWiSt) in the frame of the BMWi funded joint research project "KliWiSt". The position is limited to 3 years and is intended to complete with a PhD. The place of employment is Hamburg.

GERICS develops science based prototype products and services in support to government, administration and business in their efforts to adapt to climate change. It builds up a national and international network structure in order to integrate existing competences and knowledge, and to link various actors within the complex area of climate change.

The project KliWiSt is a BMWi funded joint research project with Fraunhofer Institute for Wind Energy Systems (IWES). It's aim is to assess climate change impacts specifically for the procedure of wind energy site assessment, and to synthesize guidelines informing future engineering standard specifications. The project considers the whole processing chain from practice- and sector-relevant identification of requirements and research gaps, an extensive analysis of observational data as well as past and future climate projections with a focus on wind climate variability and uncertainty, and the development of methodological approaches to incorporate climate (change) and uncertainty information into conventional industry-procedures. It will be rounded out by demonstrating case studies, and the transfer into guidelines for incorporation into future engineering standard specifications. The project will be supported and informed by industry-partners to develop practice- and sector-relevant products tailored to industry-requirements.

### Your tasks

## 2. Online application

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

Interested?

Then we are looking forward to receiving your comprehensive application documents (cover letter, CV, transcripts, certificates etc.) indicating the reference number 2021/KG 2

Application deadline: 29.04.2021

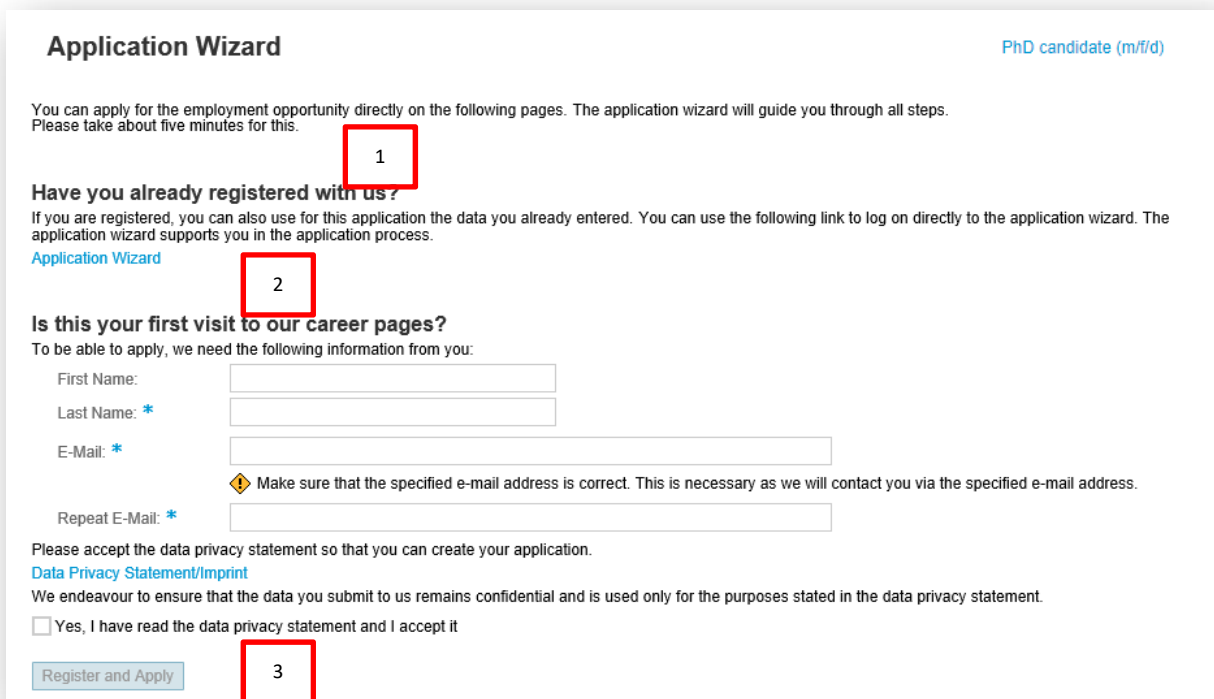
[Apply now](#)

### 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.



**Application Wizard** PhD candidate (m/f/d)

You can apply for the employment opportunity directly on the following pages. The application wizard will guide you through all steps. Please take about five minutes for this.

**1**

**Have you already registered with us?**  
If you are registered, you can also use for this application the data you already entered. You can use the following link to log on directly to the application wizard. The application wizard supports you in the application process.  
[Application Wizard](#)

**2**

**Is this your first visit to our career pages?**  
To be able to apply, we need the following information from you:

First Name:

Last Name: \*

E-Mail: \*

⚠ Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Repeat E-Mail: \*

Please accept the data privacy statement so that you can create your application.  
[Data Privacy Statement/Imprint](#)  
We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

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

**3**

If this is your first time using the Hereon 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.

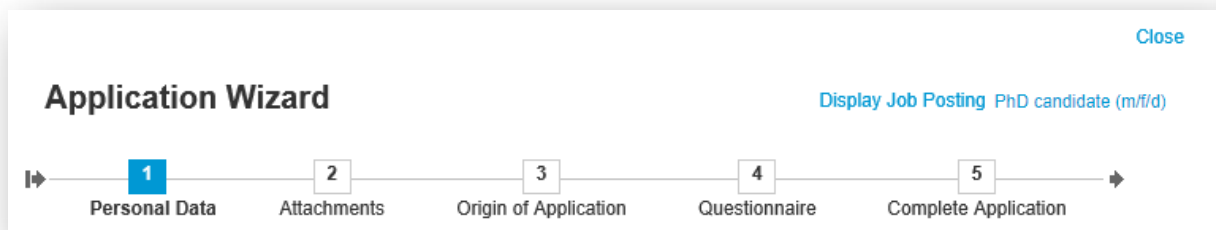
Once you have given your details, an application wizard will appear to assist you in creating your application. When your application is complete, you will receive an **email with your login data (confirmation of registration)**, which will allow you to edit your candidate profile at a later date.

## Step-by-step guide to online applications

### 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.

## Step-by-step guide to online applications

Close

### Application Wizard

[Display Job Posting](#) PhD candidate (m/f/d)

1 2 3 4 5

Personal Data   Attachments   Origin of Application   Questionnaire   Complete Application

[< 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.

**Permanent Residence**

Street/House Number:

Additional Address Informations:

Country:

Location:       Postal Code:

**Communication Data**

E-Mail: \*

Private:

**Highest level of education**

Type of qualification:

details on the training organisation & type of qualification:

## 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.


## Step-by-step guide to online applications

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

[Close](#)

### Application Wizard

Display Job Posting PhD candidate (m/f/d)



< Previous step
Next Step >

**Do you want to supplement your data by adding attachments?**

You can attach electronically stored documents to supplement your data. We look forward to receiving your application documents, such as a cover letter, CV, transcripts, certificates, etc.

*Please note that any changes to your uploaded attachments affect on all ongoing applications.*

#### Attachments

Document Title	Attachment Type	Language
<span style="border: 1px solid #ccc; padding: 2px;">i</span> No attachments maintained		

Add
Edit
Delete


### 3 Where you heard about us

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

[Close](#)

### Application Wizard

Display Job Posting PhD candidate (m/f/d)



< Previous step
Next Step >

**Where did you find out about us?**

Application Source Type:

Application Source:

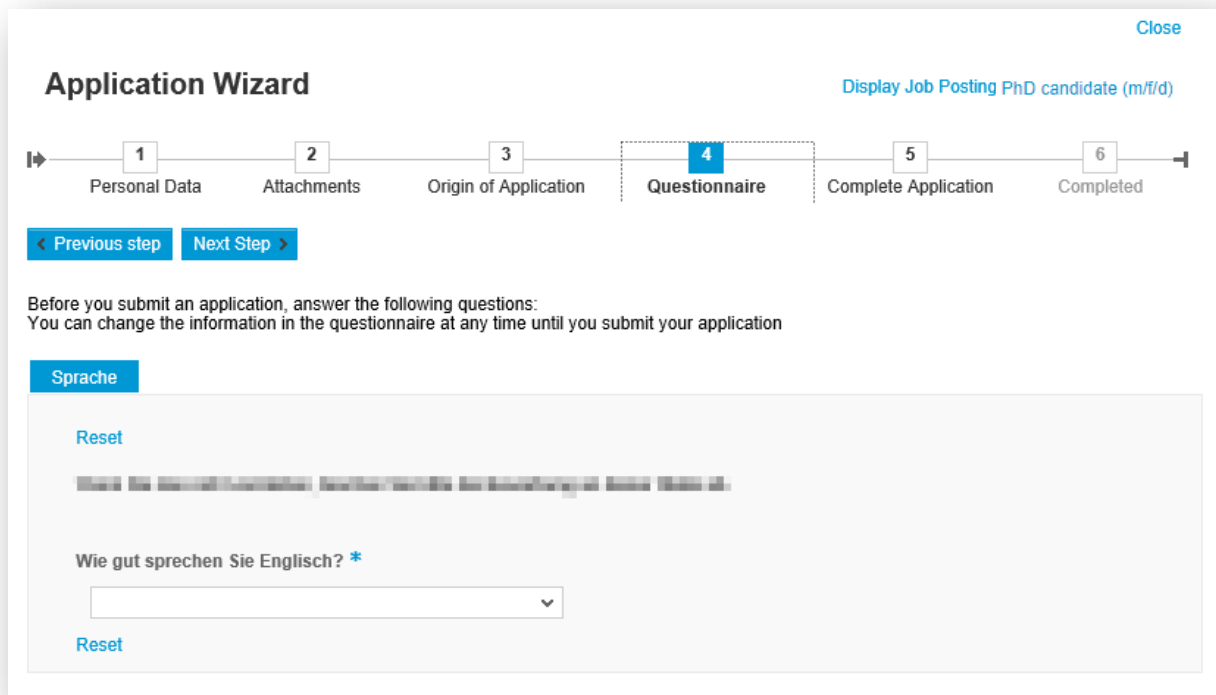
Other Information:



## Step-by-step guide to online applications

### 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.



The screenshot shows the 'Application Wizard' interface. At the top right, there is a 'Close' link. The main heading is 'Application Wizard'. Below it, there is a progress bar with six steps: 1 Personal Data, 2 Attachments, 3 Origin of Application, 4 Questionnaire (highlighted with a dashed box), 5 Complete Application, and 6 Completed. Below the progress bar are two buttons: '< Previous step' and 'Next Step >'. Below these buttons, there is a text block: 'Before you submit an application, answer the following questions: You can change the information in the questionnaire at any time until you submit your application'. Below this text is a section titled 'Sprache' (Language). Under 'Sprache', there is a 'Reset' link, a blurred text area, and a question: 'Wie gut sprechen Sie Englisch? \*'. Below the question is a dropdown menu. At the bottom of the 'Sprache' section, there is another 'Reset' link.

### 5 Completing your application

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

## Step-by-step guide to online applications

Close

### Application Wizard

Display Job Posting PhD candidate (m/f/d)

1 Personal Data   2 Attachments   3 Origin of Application   4 Questionnaire   5 Complete Application   6 Completed

[← Previous step](#)

You can now submit your application.

I want to release my profile in order to be considered for other employment opportunities as well.  
For this purpose, additional employees will have access to my data according to the data protection regulations.

I hereby agree to the data provided by me during the application process being saved and processed by the Helmholtz-Zentrum Hereon even after the current application process has ended. This happens so that the data can be assessed in order to see whether a position matches my profile.


I have the right to withdraw my consent with future effect at any time and without explanation. Afterwards, the applicant profile cannot be taken into account anymore. The application details are then going to be deleted according to the legal requirements.

Yes, I have read the data privacy statement and I accept it [Data Privacy Statement/Imprint](#)

[Send Application Now](#)

1 von 1

#### Data Overview



Personal Data	
Form of Address	First name
Academic title	Last name

## 6 Completed application

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

Close

### Application Wizard

Display Job Posting PhD candidate (m/f/d)

1 Personal Data   2 Attachments   3 Origin of Application   4 Questionnaire   5 Complete Application   6 Completed

Your application was sent

**Thank you for applying.**

You can now close the window.

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 Hereon candidate pool and also use further functions.

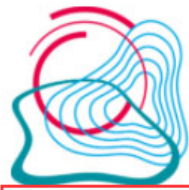
[Login zum Profil](#)

Are you already registered?

Access your candidate profile here to manage your data or view the status of your application [Login](#)



The screenshot shows the login interface for the hereon candidate portal. It features the hereon logo (Helmholtz-Zentrum hereon) at the top left. Below the logo, there are two input fields: "User \*" and "Password \*". A "Log On" button is positioned below the password field. At the bottom of the form, there are two links: "Change Password" and "Forgot your password?".



**Candidate Profile**    Employment Opportunities

[My Profile](#)   
 [Personal Settings](#)   
 [Change User Name](#)   
 [Delete Registration](#)

## My Profile



[← 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 Hereon candidate pool is a platform that enables you to make your profile available to the Hereon 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 Hereon 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.

## Step-by-step guide to online applications

### 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).

## Step-by-step guide to online applications

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).

## Step-by-step guide to online applications



Helmholtz-Zentrum  
**hereon**

User \*

Password \*

[Change Password](#) [Forgot your password?](#)

### Have you forgotten your password?

If you cannot remember your password, you can request that an alternative password be sent to the e-mail address that you specified in your resume. Enter your user name and/or your e-mail address and request the password.

User Name:

E-Mail:

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.



Helmholtz-Zentrum  
**hereon**

User

Current Password \*

New Password \*

Repeat Password \*

## Step-by-step guide to online applications

### 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 [Data Protection](#).

#### **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:

[bewerbung@hereon.de](mailto:bewerbung@hereon.de)

We look forward to receiving your application!



**Spitzenforschung  
für eine Welt im Wandel**



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