



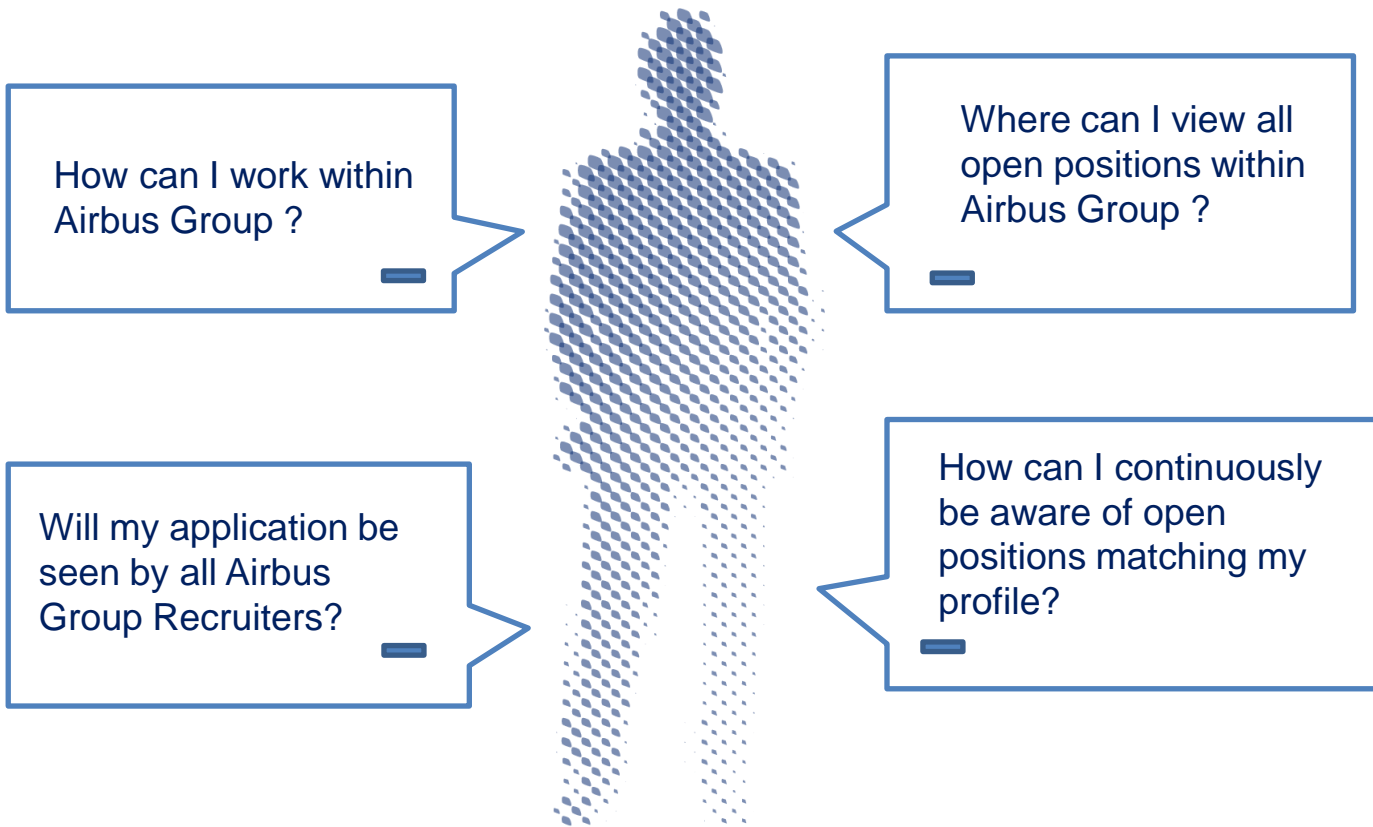
eRecruiting

Candidate user-guide

What is eRecruiting?

MAKE IT
POSSIBLE.
MAKE IT
HAPPEN.
MAKE IT FLY.

Have you ever asked yourself?



As a candidate

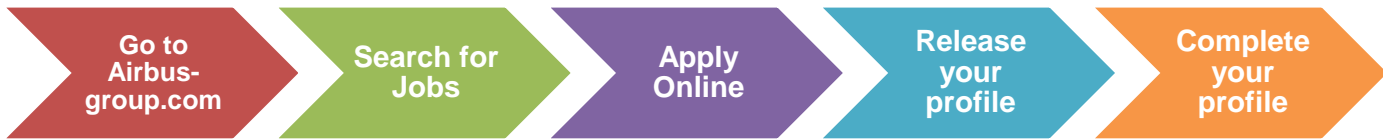
eRecruiting tool allows candidates to search for positions in the Airbus Group using an interactive map and filter criteria. Once you have found the position you were looking for, you can apply online.

Using your Candidate Profile you will have access to your candidate information and to the application functionalities.

Process Overview?

MAKE IT
POSSIBLE.
MAKE IT
HAPPEN.
MAKE IT FLY.

New challenge

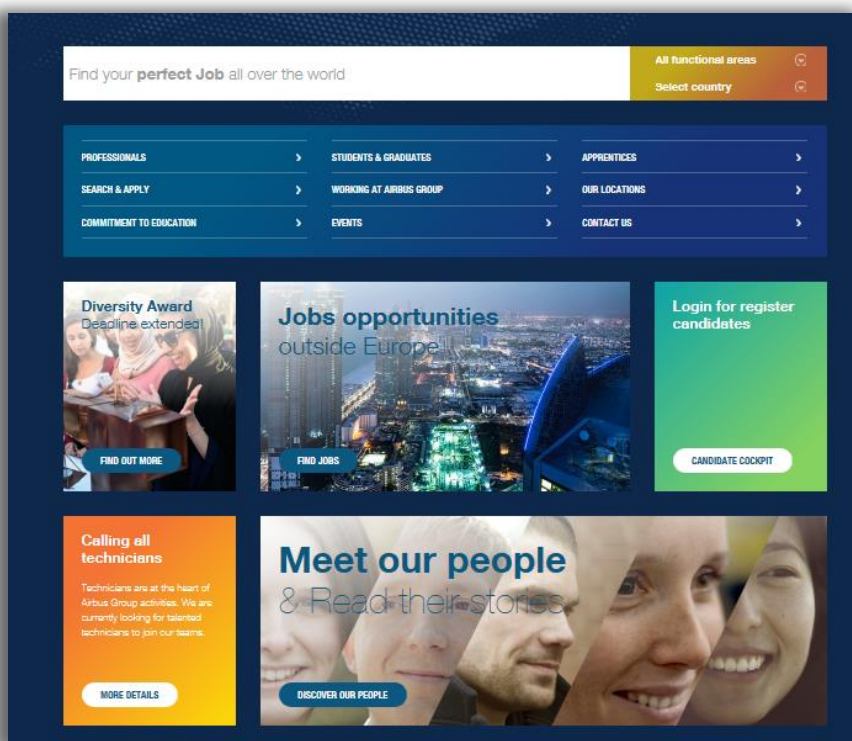


How to access the tool?

> Go to airbusgroup.com 

> Select **People & Careers**

> Run a research and click on apply



Search for Jobs

MAKE IT
POSSIBLE.
MAKE IT
HAPPEN.
MAKE IT FLY.

Step-by-step guide

airbusgroup.com > People&Careers > Search for Jobs

Select the parameters
matching the job you are
looking for to refine your
search **1**

You can also search
using a **key word** or a
reference code **2**

This will update the
search results **3**

The screenshot shows the Airbus Group Job Market search interface. At the top, there is a search bar labeled "Keyword or Reference code" with a "SEARCH" button. Below the search bar, the text reads "The Airbus Group Job Market gives you access to all our open vacancies across the Group, worldwide. Come join us!". There are language selection buttons for EN, DE, ES, and FR. The search results are displayed as "1,175 search results". Below this, there are filter buttons for "ALL", "PRESS RELEASES", "MEDIA", and "JOBS" (which is highlighted in green). There are also "RESET ALL" and "HIDE FILTER" buttons. The main section is titled "Specify search by filters" and contains five filter categories: "COUNTRY", "DIVISION", "FUNCTIONAL AREA", "WORK EXPERIENCE", and "CONTRACT TYPE". Under "COUNTRY", there are toggle switches for France (685), Germany (334), Indonesia (1), Spain (80), United Kingdom (74), and United States (5). There are also links for "INDIA" and "CHINA". Below the filters, there are four job listings, each with a "SEE JOB DETAILS" button. The first listing is for "Systems Engineering, Archite..." and the second is for "Processes & Standards".

1 (Callout 1) points to the filter categories: COUNTRY, DIVISION, FUNCTIONAL AREA, WORK EXPERIENCE, and CONTRACT TYPE.

2 (Callout 2) points to the search bar labeled "Keyword or Reference code".

3 (Callout 3) points to the job listings at the bottom of the page.

Apply online

MAKE IT
POSSIBLE.
MAKE IT
HAPPEN.
MAKE IT FLY.

Step-by-step guide

airbusgroup.com > People&Careers > Search for Jobs

> Once you have found the job that matches your career expectations please click on

Apply

> You will be then transferred to the Online Application where you will need to:

- 1 Enter your personal data and your employment preferences
- 2 Attach your CV and other specific documents (Motivation Letter, Diplomas, References)
- 3 Submit your application

Apply online for Supply Chain Quality Specialist (f/m) Candidate Cockpit Log Off

Personal Data Thank you for filling in your application.

Attachments Where did you find out about us?

Submit Application Application Source Type -- Select --

Application Status Application Source

Not sent! Other Information

Please send your application once you have updated all necessary data.

Please use this overview to check your data once again before sending:

Please read carefully our [data privacy statement](#) to understand how we use and protect your personal data. In order for us to use your personal information to consider you for other positions we will need your consent.

Open Data Overview

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

Profile status: Locked - visible only for your applications

Release your candidate profile. By doing this our recruitment teams across all sites and Divisions will be able to review your skills and experience as new positions become available. You can lock your profile again at any time.

Back Save Submit Application

> Your profile & CV will be available and visible for a selected group or all recruiters depending on whether your profile is locked or released

> Your CV cannot be used for further open positions without your consent (the recruiter will contact you)

> Before submitting your application you will be asked to confirm that you accept our data privacy statement

> Your profile is 'locked' by default. You can release it before submitting your application

> Once you applied, you can come back to your Candidate Cockpit at any time in order to make modifications to your profile or to submit new applications

Release your profile

MAKE IT
POSSIBLE.
MAKE IT
HAPPEN.
MAKE IT FLY.

Step-by-step guide

airbusgroup.com > People&Careers > Candidate Cockpit

If you would like your details and CV to be seen by all our Airbus Group recruiters for all currently opened positions please **Release your profile**. You can do so following the steps below:

A In your "Candidate Cockpit"

- 1 Please click on "Change My Profile Status"
- 2 In the next window you will be able to release your profile by selecting "Release my candidate profile"
- 3 Please "Submit" this change. You can lock your profile again at any point in time.

Welcome to the Candidate Cockpit! **A1** Log Off

Start Page | Dear Alexandra Test

Profile | This start page allows you access to all application functionalities. You can see and manage all your draft and sent applications under "Applications". To be informed as soon as an open position matching your criteria is posted online, you can create and save email alerts under "Job Agents". All your selected favourite positions can be found under "Favourites".

Job Search | Use the "Profile" section to keep up to date your personal data. We recommend you to make your CV available to all EADS recruiters. In which case, remember to release your profile under "Change my profile status".

Administration | Go to "Job Search" to look for suitable positions in our job market and add the favourite ones to your personal list of favourites.

Profile status | In the "Administration" section you have the possibility to change your user name and password or delete your profile if you no longer want to be registered in our database.

Change My Profile Status

Open Data Overview

Applications

Job	Last changed on/by	Status	Action
Security and Health Technician		Draft	Display <input type="button" value="Delete"/>

Please confirm that you accept our [data privacy statement](#). *

Release your candidate profile. By doing this our recruitment teams across all sites and Divisions will be able to review your skills and experience as new positions become available. You can lock your profile again at any time.

Click [here](#) to open your profile overview and check your data.

A2

B When applying to a position

You can change the status of your profile also when applying to a position. You only need to select the option "Release your candidate profile" before you send your application.

Apply online for Supply Chain Quality Specialist (f/m) Candidate Cockpit Log Off

B Personal Data | Thank you for filling in your application.

Attachments | Where did you find out about us?

Submit Application | Application Source Type: -- Select --

Application Status | Application Source: [Dropdown]

Not sent | Other Information: [Form]

Please send your application once you have updated all necessary data. | Please use this overview to check your data once again before sending:

Open Data Overview | Please read carefully our [data privacy statement](#) to understand how we use and protect your personal data. In order for us to use your personal information to consider you for other positions we will need your consent.

Open Data Overview

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

Profile status: Locked - visible only for your applications

Release your candidate profile. By doing this our recruitment teams across all sites and Divisions will be able to review your skills and experience as new positions become available. You can lock your profile again at any time.

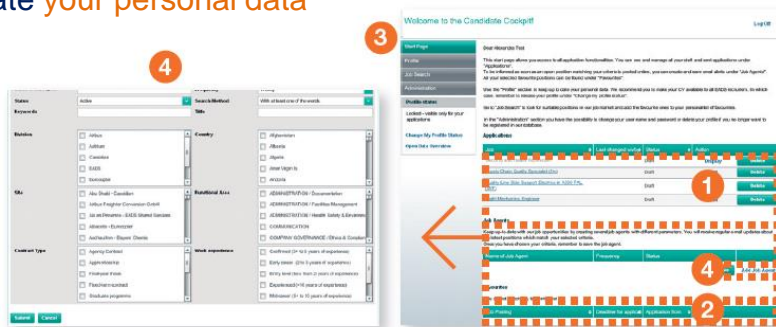
Complete your profile

MAKE IT
POSSIBLE.
MAKE IT
HAPPEN.
MAKE IT FLY.

Step-by-step guide

airbusgroup.com > People&Careers > Candidate Cockpit

- > Following candidates' feedback, the Application Process within the tool has been reduced and your CV will be mandatory from now on
- > You can further apply using the information already entered when you applied
- > Please **log on to your Candidate Profile to complete** your information and keep up to date **your personal data**



>The Candidate Profile offers you access to the application functionalities:

- 1 History of your Applications and their present status
- 2 - Favorite positions selection
- 3 - and to your candidate profile information

To be immediately informed when a position matching your criteria is posted online, you can create and save email alerts under "Job Agents" 4 :

- Enter your job agent name, which will have no consequence at all on your alert result
- Choose the frequency of the alert
- Change the status to "inactive" if you want to activate the alert later
- Select the criteria you want to search with for vacancies. You have a list of most used criteria and you can also add a key word to make your search more specific.

Important to know

- If you encounter any technical issues please contact us at: E-mail: erecruiting@airbus.com
- If you have any questions related to the recruitment process please contact us at: E-mail: careers@airbus.com

- Please consider that spontaneous applications will unfortunately not be taken into account if they are sent to these email addresses. Please apply via the eRecruiting tool

For more information

Web page: <http://www.airbusgroup.com> section people and careers

MAKE IT
POSSIBLE.
MAKE IT
HAPPEN.
MAKE IT FLY.

For more support

You did not find what you were looking for?

The Employment Marketing team will answer your questions related to the recruitment process. You can contact them at the following emails address: careers@eads.net

You have technical problems?

If you have technical problems with your application or the tool, please contact us at the email address: erecruiting@eads.net

Important: Please consider that spontaneous applications will unfortunately not be taken into account if they are sent to one of these email addresses. Please apply online.

AIRBUS
GROUP