

The JOB EXCHANGE at  
[www.arbeitsagentur.de](http://www.arbeitsagentur.de)



INFORMATION FOR JOB AND APPRENTICESHIP SEEKERS



Find a job in Germany  
quickly and easily



**Bundesagentur  
für Arbeit**

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## NEW TOOLS FOR YOUR JOB SEARCH



Find the right vacancy more rapidly:

With the JOB EXCHANGE at <http://jobboerse.arbeitsagentur.de> you can target your search for jobs and apprenticeships in Germany, create and manage your applicant profile, set up your complete application portfolio and apply for jobs online. You can also register as a job seeker online.

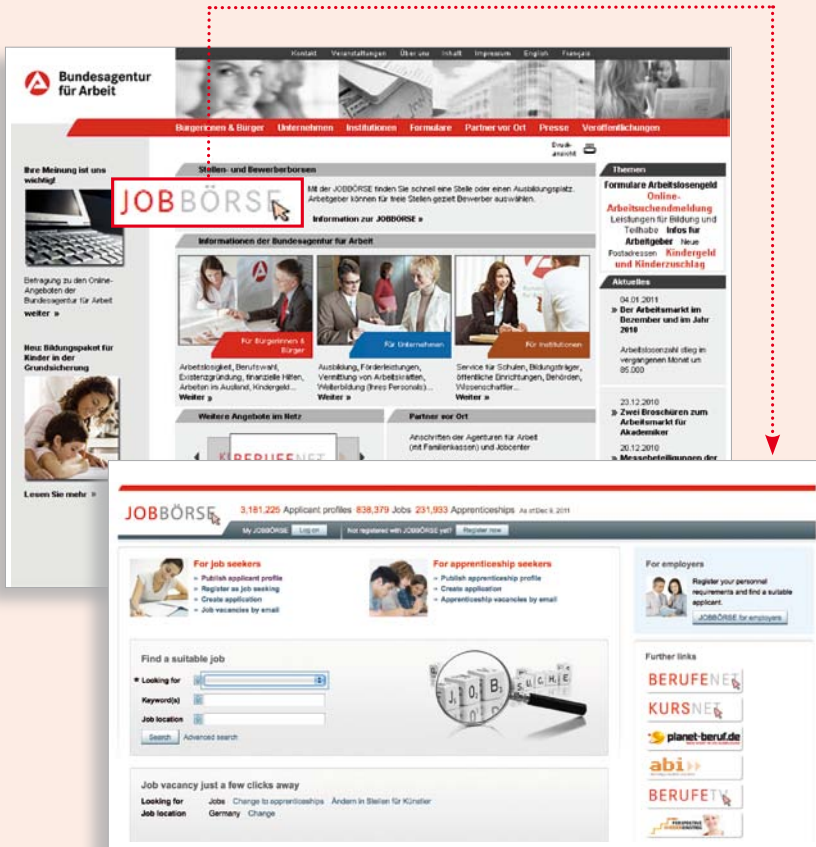
The JOB EXCHANGE is available in English, as well as French and German. Please note that all entries in the text boxes must be made in German.

### Your advantages of having all your job search data in one place:

You can work online with the data you have saved, e. g.

- access suggestions from the International Placement Service (ZAV) and apply directly for the vacancies suggested,
- search for suitable jobs yourself,
- use the mailbox function to contact employers,
- be e-mailed daily with suitable vacancies,
- and use the application management section to manage your complete application portfolio.

This brochure gives you step-by-step instructions on the best way to use the JOB EXCHANGE. We wish you every success in your job search!



The screenshot displays the homepage of the Bundesagentur für Arbeit's JOBBÖRSE (Job Exchange) portal. At the top, there is a navigation bar with links for 'Bürgern & Bürger', 'Unternehmen', 'Institutionen', 'Formulare', 'Partner vor Ort', 'Presse', and 'Veröffentlichungen'. A central banner features the 'JOBBÖRSE' logo and a call to action: 'Mit der JOBBÖRSE finden Sie schnell eine Stelle oder einen Ausbildungsplatz. Arbeitgeber können für ihre Stellen gezielt Bewerber auswählen.' Below this, there are three main columns of content:

- Left Column:** Includes a section 'Ihre Meinung ist uns wichtig!' with a keyboard image, a notice about online offers, and a 'Neuzugangspaket für Kinder in der Grundversicherung' section with a family photo.
- Middle Column:** Titled 'Informationen der Bundesagentur für Arbeit', it features three sub-sections: 'Für Bürgern & Bürger' (Arbeitslosigkeit, Berufswahl, etc.), 'Für Unternehmen' (Ausbildung, Förderleistungen, etc.), and 'Partner vor Ort' (Anschriften der Agenturen für Arbeit).
- Right Column:** Contains 'Themen' (Formulare, Arbeitslosengeld, etc.), 'Aktuelle' news items (e.g., 'Der Arbeitsmarkt im Dezember und im Jahr 2010'), and a 'Menschen & Karriere' link.

At the bottom of the screenshot, a statistics bar shows: '3.181.225 Applicant profiles 838.379 Jobs 231.933 Apprenticeships As of 05.06.2011'. Below this is a search interface with fields for 'Looking for', 'Keyword(s)', and 'Job location', along with a 'Search' button and 'Advanced search' link. The bottom right corner features 'Further links' to external services like BERUFENET, KURSNET, planet-beruf.de, abi, and BERUFET.

# FIND A VACANCY QUICKLY AND EASILY



Do you want to use the JOB EXCHANGE at [www.arbeitsagentur.de](http://www.arbeitsagentur.de) to search for a job, apprenticeship or internship?

Here´s how:

Simply select the type of position on the home page and click “Search”.

## Search for vacancies

- 1 The fast track to your new job:
  - Select whether you are looking for a position as a qualified employee, manager, support staff or an apprenticeship and enter keywords such as occupation, company name, skills and/or a desired job location.
  - If you already have the reference number for a vacancy, you can enter this into the keyword field to display the particular job.
  - You can now search directly or use the advanced search to enter additional search criteria.
- 2 You can also use the “click search” function to limit your search for a job or apprenticeship step-by-step by various occupational fields or regions to find a suitable job.

**JOBBÖRSE** 3.161.225 Applicant profiles 836.379 Jobs 231.933 Apprenticeships As of Dec 9, 2011

My JOBBÖRSE [Logout](#) Not registered with JOBBÖRSE yet? [Register now](#)

**For job seekers**

- Publish applicant profile
- Register as job seeking
- Create application
- Job vacancies by email

**For apprenticeship seekers**

- Publish apprenticeship profile
- Create application
- Apprenticeship vacancies by email

**For employers**

Register your personal requirements and find a suitable applicant.

[JOBBÖRSE for employers](#)


Find a suitable job

\* Looking for:  1

Keyword(s):

Job location:

[Search](#) [Advanced search](#)



Job vacancy just a few clicks away

**Looking for** **Jobs** [Change to apprenticeships](#) [Ändern in Stellen für Künstler](#)

**Job location** **Germany** [Change](#)

Further links

[BERUFENEWS](#)

[KURSNEWS](#)

[planet-beruf.de](#)

[abi](#)

[BERUFET](#)

[Presseportal](#)

**Job vacancy just a few clicks away** 2

**Looking for** **Jobs** [Change to apprenticeships](#) [Ändern in Stellen für Künstler](#)

**Job location** **Germany** [Change](#)

- » Banken, Versicherungen, Immobilien (7790)
- » Bauwesen, Architektur, Vermessung (58610)
- » Bergbau, Steine, Erden, Glas, Keramik (8699)
- » Büro, Wirtschaft, Verwaltung (56311)
- » Chemie, Biologie, Pharmazie, Physik (18267)
- » Elektro (57973)
- » Gastgewerbe, Tourismus (31030)
- » Gesellschafts-, Geisteswissenschaften (1068)
- » Gesundheit, Medizin, Pflege, Sport (51203)
- » Handel, Vertrieb, Verkauf (51607)

- » IT, DV, Computer, Mathematik (20889)
- » Landwirtschaft, Natur, Umwelt (5376)
- » Management, Beratung (10654)
- » Marketing, Werbung, Public Relations (16504)
- » Medien, Kunst, Kultur, Gestaltung (7374)
- » Metall, Maschinen- und Fahrzeugbau (120716)
- » Nahrungs- und Genussmittel (25613)
- » Recht, Steuern, Finanzen, Controlling (13923)
- » Sonstige Dienstleistungen (42653)
- » Soziales, Pädagogik (30571)

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## REGISTER ONCE – FOR LASTING BENEFITS



Create your own applicant profile and use it for your targeted job search. You only need to register once for this service.

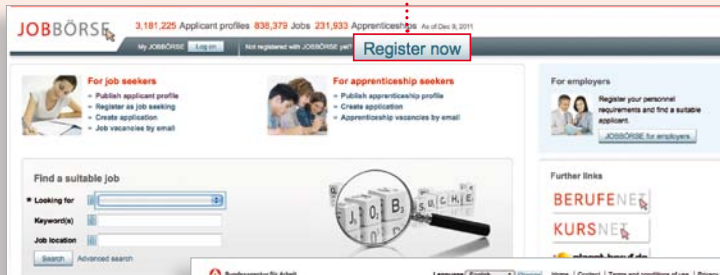
### With your user account you can:

- upload documents for your applications such as your photo, references, etc. on the “Documents” page,
- create your complete application portfolio, send, print and save it as a template,
- manage and track the applications you have created and sent,
- be e-mailed daily with current vacancies,
- and use your personal mailbox to send and receive messages to and from employers.

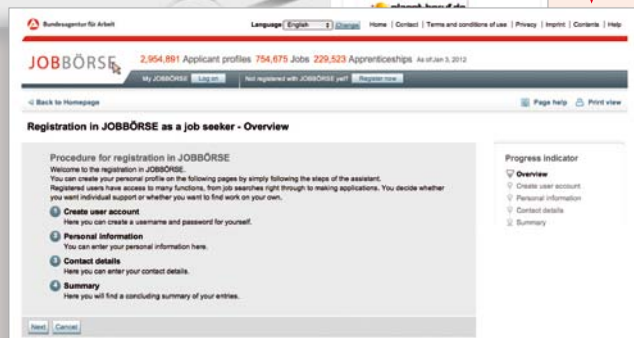
Read and accept the terms and conditions of use and the privacy statement and then enter your login details and your personal information. You will then receive your personal PIN by post.

To gain access to all of the features, you must first enter your PIN under “My personal information” to activate your user account.

In the meantime, you can set up your applicant profile, create your application portfolio or search for suitable vacancies. Simply click “Register now” to get started.



The screenshot shows the homepage of JOBBÖRSE. At the top, it displays statistics: 3,181,225 Applicant profiles, 838,379 Jobs, and 231,933 Apprenticeships, as of Dec 8, 2011. A navigation bar includes 'My JOBBÖRSE', 'Log out', and a 'Register now' button highlighted with a red box. The main content area is divided into three sections: 'For job seekers' (Publish applicant profile, Register as job seeking, Create application, Job vacancies by email), 'For apprenticeship seekers' (Publish apprenticeship profile, Create application, Apprenticeship vacancies by email), and 'For employers' (Register your personal requirements and find a suitable applicant). A search section titled 'Find a suitable job' includes a dropdown for 'Looking for', input fields for 'Keyword(s)' and 'Job location', and a 'Search' button. A magnifying glass icon is positioned over the search area. On the right, there are 'Further links' for 'BERUFENETZ' and 'KURSNETZ'.



The screenshot shows the 'Registration in JOBBÖRSE as a job seeker - Overview' page. The header includes the Bundesagentur für Arbeit logo, language settings (English), and navigation links (Home, Contact, Terms and conditions of use, Privacy, Imprint, Contents, Help). The main content area is titled 'Registration in JOBBÖRSE as a job seeker - Overview' and contains a 'Progress Indicator' section. The progress indicator shows four steps: 1. Create user account (completed), 2. Personal information (current step), 3. Contact details, and 4. Summary. The 'Personal information' step is expanded, showing a list of fields: 'Overview', 'Create user account', 'Personal information', 'Contact details', and 'Summary'. The 'Personal information' section includes a welcome message and instructions: 'You can create your personal profile on the following pages by simply following the steps of the assistant. Registered users have access to many functions, from job searches right through to making applications. You decide whether you want individual support or whether you want to find work on your own.' Below the list of fields, there are 'Next' and 'Cancel' buttons.

## SHOW WHAT YOU CAN DO







Increase your chances of getting a job or apprenticeship.

Create your applicant profile and publish it on the JOB EXCHANGE to present yourself to your future employer. Your applicant profile consists of your personal data, your Curriculum Vitae (CV), your skills and your job searches. Take your time for this – because first impressions are important.

**The four modules of your application profile**

Do you want to be found by employers in JOBBORSE? If so, enter the four modules of your applicant profile. You can publish this in JOBBORSE and use it for selective searches for suitable job vacancies and as a basis for your individual application.

<p><b>My personal information</b> ✓</p>  <p>You have saved all your personal information.</p> <ul style="list-style-type: none"><li>» Edit personal information</li><li>» Register as job seeking</li></ul>	<p><b>My curriculum vitae</b></p>  <p>Here you <b>1</b> enter your curriculum vitae. You can publish this together with a job application in the JOBBORSE and use it for an application.</p> <ul style="list-style-type: none"><li>» Enter curriculum vitae</li></ul>
<p><b>My skills</b></p>  <p><b>2</b> Here you can save your skills. You can publish these together with a job application in JOBBORSE and use them for an application.</p> <ul style="list-style-type: none"><li>» Enter skills</li></ul>	<p><b>My job applications</b></p>  <p>Here you can save your requirements on the job looked for. You can publish your job application together with your curriculum vitae and your skills in JOBBORSE.</p> <ul style="list-style-type: none"><li>» Enter new job application</li><li>» Suitable jobs by email</li></ul>

First, please enter your CV and your skills, then go back to the home page and click “Create new job application”.



## Entering your professional and personal details:

### 1 Curriculum Vitae

- Enter your academic and professional details here. If you are searching for an apprenticeship, you can also enter your school grades.
- You can make use of the BERUFENET database when you enter your work experience or your education.
- You can also specify whether each item in your CV and in your applicant profile should be shown to employers.

### 2 Skills

- You can enter information here on your knowledge and skills, languages, personal strengths, licenses, training courses and certificates as well as your mobility details.
- A list of professional knowledge and skills matching your training and work experience will be suggested. Review the list and select the appropriate skill level.
- You can also add or delete skills/knowledge details.

Save your data after every step to ensure that your details are not lost. Now go to the home page and select “Create new job application” to complete your profile.

## DESCRIBE WHAT YOU ARE LOOKING FOR



Here you can describe step-by-step your expectations of your future job and potential employers.

First select the type of job application, e. g. whether you are looking for a job or an apprenticeship.

### 1 Job information

Here you can enter details of

- the desired job title/occupation or apprenticeship,
- your expectations for the position and
- your preferred industry and where you would like to work.

### 2 Conditions

In this section you can enter your preferred working times, fixed term contract details and remuneration.

### 3 Preview

You can use the preview to see your entire applicant profile as it will look to employers on publication.

### 4 Publication Details

This is where you specify in what form your applicant profile will be presented in the JOB EXCHANGE and with its partners and whether you would like employers to telephone you in response to the anonymous publication of your applicant profile.

Now your applicant profile is complete! On the “Overview” tab, activate the search assistant that will notify you daily by e-mail of suitable vacancies or apprenticeships.

### My job application - Job information

Overview **1** Job information **2** Conditions **3** Preview **4** Publications

Next Save Back

#### Basic data of job application

Professions	Main occupation	Professions	Aktionen Beruf
	Es wurden noch keine Berufe ausgewählt.		
Professions	<input type="text"/>	<input type="text"/>	<input type="button" value="Suchen"/>
	<input type="checkbox"/> Do not display job vacancies with similar professions/ activities		
Additional job title	<input type="text"/>		
Display text (Maximum 700 characters)	<input type="text"/>		
Disability	<input type="checkbox"/> Exclusively for job vacancies for severely disabled people or people of similar status.		
* Entry period	from <input type="text"/>	until <input type="text"/>	
* Management responsibility	<input type="text"/>		
Industry groups	No industry-based restriction has been imposed. <input type="button" value="Select industry groups..."/>		
Size of company	<input type="text"/>		

### Activate your search assistants

Accept Cancel

#### Select up to three job applications for the notification



Your job application	Title (profession)	Reference number	Dispatch of email
	Bankkaufmann/-frau	10000-1078767476-B	<input type="button" value="daily"/>
	<input type="button" value="Create job application..."/>		
Available email address	<input checked="" type="checkbox"/> I would like notifications to be sent to my email address in Personal Information.		
Alternative email address	<input type="text"/>		

Accept Cancel

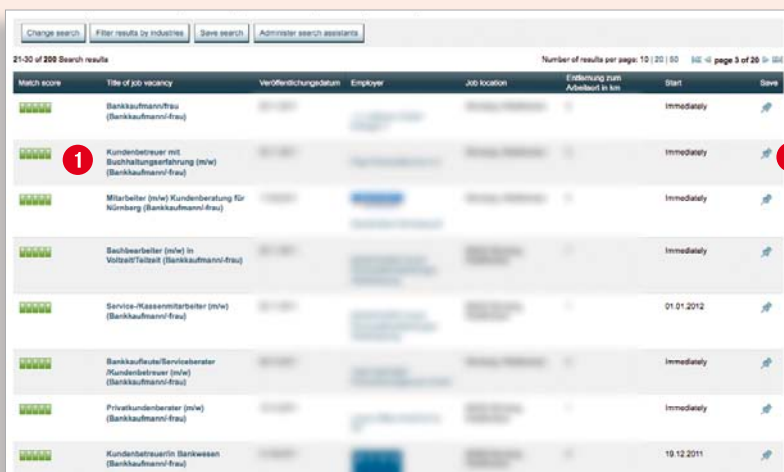
## THE LIST OF RESULTS



















Use your applicant profile to search for suitable vacancies. Click “Search for vacancies”.

- 1 When you click the icon  you will see details of how well your applicant profile matches each vacancy.
- 2 You can save vacancies that interest you and come back to them at any time. Click the icon  to save the vacancy to your watch list of marked job vacancies.

Select the appropriate vacancy from your watch list to send a message to the employer or apply for the vacancy online.



Match score	Title of job vacancy	Veröffentlichungsdatum	Employer	Job location	Entfernung zum Arbeitsort in km	Start	Save
	Bankkauffmann/frau (Bankkauffmann/-frau)	...	...	...	...	Immediately	
 1	Kundenbetreuer mit Buchhaltungserfahrung (m/w) (Bankkauffmann/-frau)	...	...	...	...	Immediately	 2
	Mitarbeiter (m/w) Kundenberatung für Nürnberg (Bankkauffmann/-frau)	...	...	...	...	Immediately	
	Buchhalter/Beleg (m/w) in Vollzeit/Freizeit (Bankkauffmann/-frau)	...	...	...	...	Immediately	
	Service-Kassenmitarbeiter (m/w) (Bankkauffmann/-frau)	...	...	...	...	01.01.2012	
	Bankkauffrau/Serviceberater /Kundenbetreuer (m/w) (Bankkauffmann/-frau)	...	...	...	...	Immediately	
	Privatkundenberater (m/w) (Bankkauffmann/-frau)	...	...	...	...	Immediately	
	Kundenbetreuer/in Bankwesen (Bankkauffmann/-frau)	...	...	...	...	10.12.2011	



## DOCUMENT MANAGEMENT AND APPLICATION MANAGEMENT

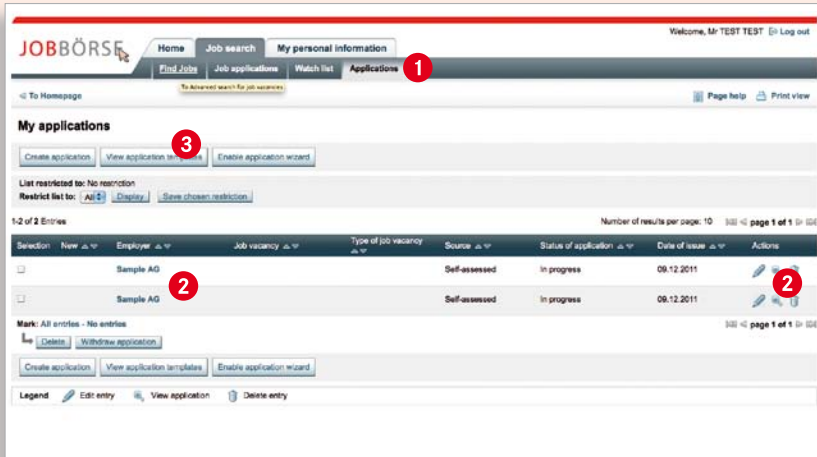


Create and manage all of your application documents and update the status of your applications.

- 1 Under “Applications” you will see the status of all your applications and – if you use ZAV – your suggested vacancies.
- 2 You can view and edit your application, save it as a template, send, withdraw or cancel it – the options depend on the current status of your application.
- 3 You can also create a new application portfolio here. You will be guided through the process step-by-step and you can attach your documents, such as certificates, to your application.

You can upload documents required for the application, e. g. your certificates and application photo, in the document management section.

Depending on how the employer wants applications to be submitted, you can apply electronically through the JOB EXCHANGE or e-mail your application, or print it and post your application to them.



The screenshot shows the 'My applications' section of the JOBBÖRSE website. The page is titled 'My applications' and includes several navigation buttons: 'Create application', 'View application templates', and 'Enable application wizard'. A red circle '3' highlights the 'View application templates' button. Below these buttons, there is a section for 'List restricted to: No restriction' with options to 'Restrict list to: All', 'Display', and 'Show chosen restriction'. A table displays two application entries for 'Sample AG', both with a status of 'In progress' and a date of issue of '09.12.2011'. A red circle '2' highlights the 'Actions' column for the second entry. Below the table, there are buttons for 'Details' and 'Withdraw application'. At the bottom, there is a 'Legend' section with options for 'Edit entry', 'View application', and 'Delete entry'. A red circle '1' highlights the 'Applications' tab in the top navigation bar.

JOBBÖRSE Home Job search My personal information  
Find Jobs Job applications Watch list Applications 1

To Advanced search for job vacancies Page help Print view

**My applications**

Create application View application templates 3 Enable application wizard

List restricted to: No restriction  
Restrict list to: All Display Show chosen restriction

1-2 of 2 Entries Number of results per page: 10 page 1 of 1

Selection	New	Employer	Job vacancy	Type of job vacancy	Source	Status of application	Date of issue	Actions
<input type="checkbox"/>		Sample AG			Self-assessed	In progress	09.12.2011	2
<input type="checkbox"/>		Sample AG			Self-assessed	In progress	09.12.2011	

Mark: All entries - No entries  
Details Withdraw application

Create application View application templates Enable application wizard

Legend Edit entry View application Delete entry

## MAKE USE OF THE BENEFITS OF THE JOB EXCHANGE

- Personal access around-the-clock from any location with Internet access.
- Search for a job in Germany quickly and easily.
- Access to a large number of vacancies.
- Suitable vacancies e-mailed daily.
- Individual applicant profile and precise job search.
- Create and manage applications easily.
- Options for direct feedback to the employer.
- Publication of your applicant profile in other job exchanges.

Introductory information on living and working in Germany is available from the International Placement Service (Zentrale Auslands- und Fachvermittlung – ZAV) of the Federal Employment Agency (Bundesagentur für Arbeit – BA).

Contact: [zav@arbeitsagentur.de](mailto:zav@arbeitsagentur.de)

### Issued by

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