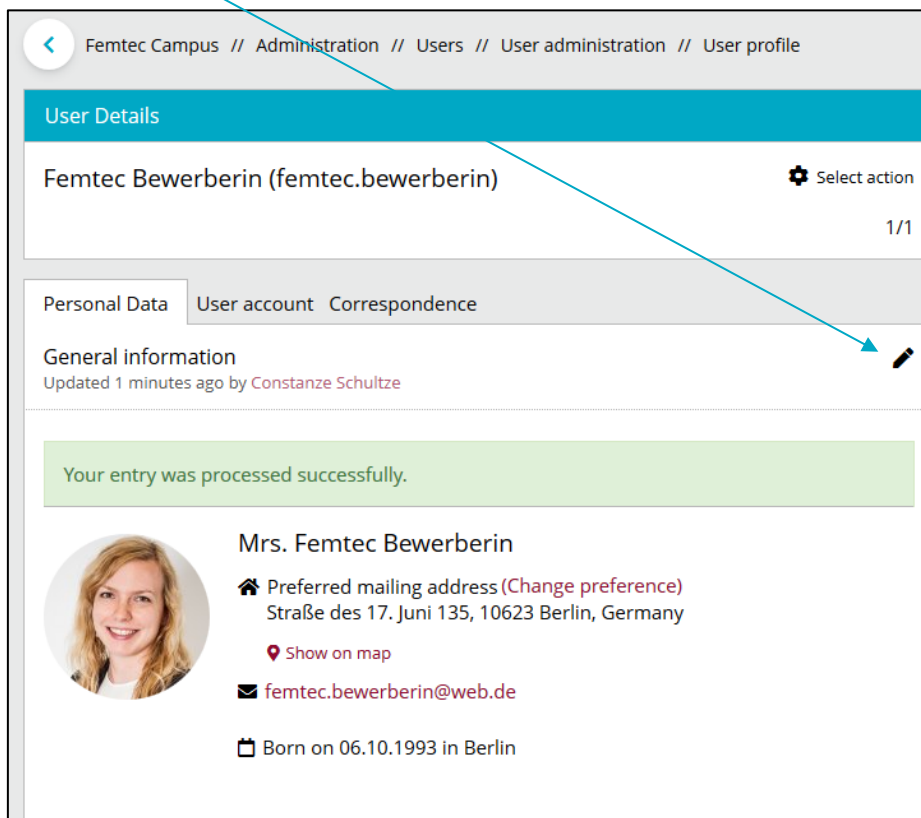# Your Application via Femtec Campus
Manual

Dear Applicant,

we are very pleased that you would like to apply for our Career-Building Programme. With this manual we would like to further explain the application process via our platform Femtec Campus. If you have any questions, please don't hesitate to contact Constanze Schultze, Talent Manager at Femtec, at 030/314-29137 or schultze@femtec.org.

You can access the application form via this link: https://campus.femtec.org/registration/. Enter your name, e-mail address and university location here. You will then receive an e-mail including your user name and password. Now you can log in to the platform and start your application process. Click on the pencil to the right of the fill in the form.

Please enter all data in English. You don't have to enter your milestones in chronological order, as the database will automatically sort all entries by date.

Please take good care to fill in the first part of the application, including your personal address data etc., because the application will be incomplete without them and cannot be handed in! That part should lool like this:

GENERAL INFORMATION
UPDATED 1 MINUTES AGO BY CONSTANZE SCHULTZE

Mara Musterfrau
01
Technische Universität Berlin

🏠 Preferred mailing address (Change preference)
Musterstraße 2, 10623 Berlin, Germany

📍 Show on map

✉ mara.musterfrau@web.de

📅 Born on 23.03.1990 in Berlin

📇 Private Address
Updated on 26.04.2018 at 09:58 by Femtec Import Admin

Private E-Mail   mara.musterfrau@web.de

Musterstraße 2

10623 Berlin

Germany

004903031426920

0049 0179 1399712

📍 Show on map

And your business address, if you already have one.

Please create a video pitch and post the according link under "Application Documents". During the last exercise of the Assessment Centre- the interview- you will receive a short feedback about this.

Video link: 100 Seconds for Femtec (Please find more information on what to film and how to upload your video pitch at https://bit.ly/3kCP09Q)

https://streamable.com/ggu5n5

Application documents (CV, transcript of records, certificates, references - one single PDF file)

Please find below information about content and technical instructions for the video pitch.

Video Pitch "100 seconds for Femtec"

Please answer the following question in max. 100 seconds:

- o <u>What motivates you to become part of Femtec Network?</u>

You are welcome to try something new and present unusual ideas. Please create the video in English.

Who will have access to your video?

If you upload your video, it will only be accessible to people who will participate in the selection process. These are employees of Femtec, your university and our partner companies who will participate as observers in the Assessment Centre.

Please delete your video after your feedback interview following the event.

We hope you enjoy making the video and are looking forward to your "100 seconds for Femtec". Good luck!

How to technically implement this?

We recommend that you use the external portal Streamable to create the video (or any other according tool of your choice – we only care about the link. Just please do **not** send a file!). You can link the VideoPitch on your Femtec Campus profile in the field "Video- Link".

1. Please visit streamable.com and click on "Upload a video file".
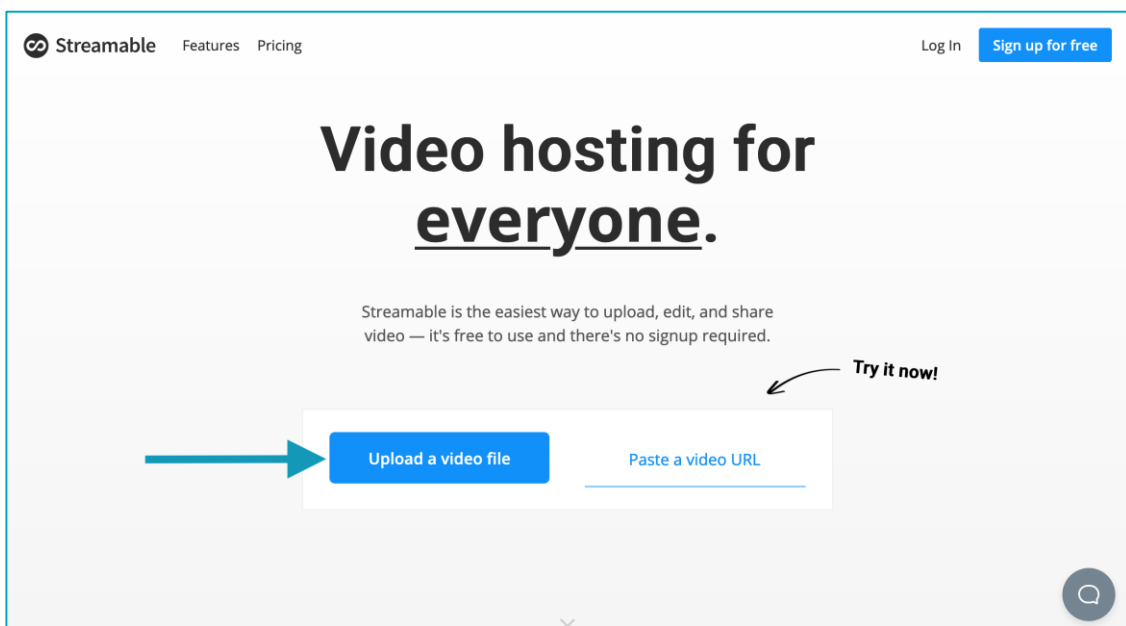
2. After choosing your file the video will be processed and soon uploaded.
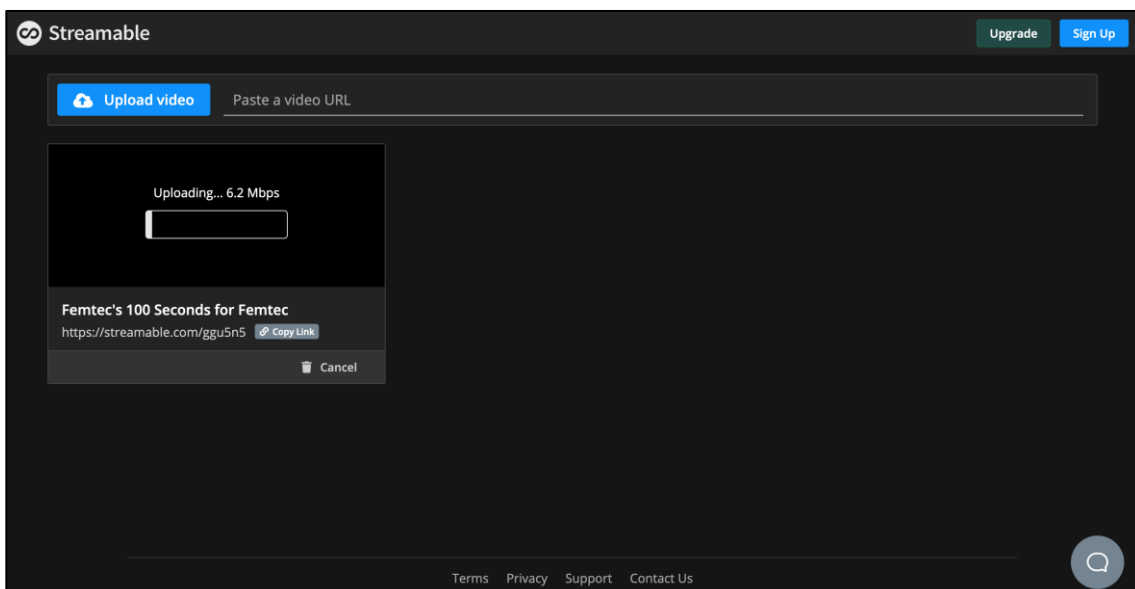
3. Once your video is uploaded click on "Copy Link", and copy this link into the "video link" field of your application profile.

Please upload your application documents (curriculum vitae, overview of grades, certificates, references etc.) in <u>one PDF file</u>.

Here you can enter additional engagement apart from your studies:

Social Commitment ⊕
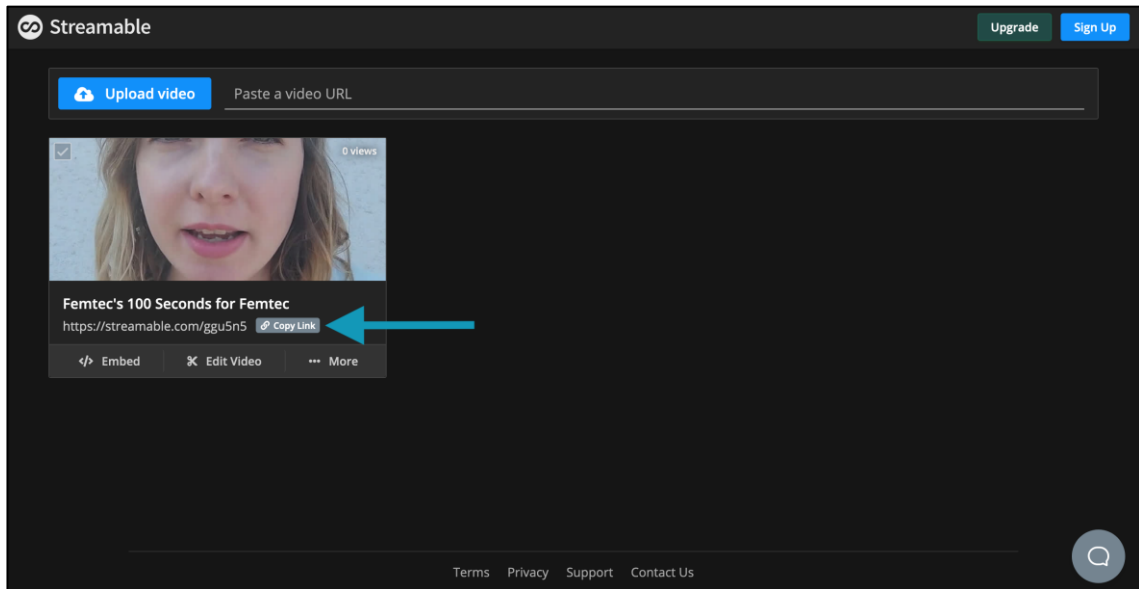
No data available at this time.

At the end of the application there are two options: You can save the information you have entered and continue later. In this case, please select "Save" in the drop-down menu below and then press the "Save" button again:

Review and Declaration of Consent ⌃

Review before sending application ✏

Fields marked with a * are required.

Are you available for the Assessment Center at your university? (You can check the dates for the ACs here: www.femtec.org/de/bewerbung)* ❷

| Yes | ▾ |

I am aware that the participation in the first school and subsequent excursion are mandatory and I am available to attend these events.*

| Agree | ▾ |

Check application
If you want to continue later, please activate the dropdown below and select "Save" and "Save" at the end of the formular. Select "Check" by dropdown below to ensure whether your application is complete and "save" at the end of the formular. You will be informed some minutes later via email if your application is ready to be submitted.* ❷

| Save | ▾ |

How did you find out about the Femtec Careerbuilding Programme?*

| Recommendation by Femtec Alumna | ▾ |

Save   Cancel

Once you are ready to send your application, please select "Check" in the drop-down menu and then press the "Save" button below:

Check application
If you want to continue later, please activate the dropdown below and select "Save". Select "Check" by dropdown below to ensure whether your application is complete. You will be informed some minutes later via email if your application is ready to be submitted."*

Check ▾

Save   Cancel

Don't be surprised if at first after pressing "Check" and "Save" nothing seems to happen. The system checks your entries in the background and will then send you a message stating either that entries are still missing or that your application is released for submission.

If you have received the first message that some information is missing, you can now log in again and complete the form. Please press "Check" and "Save" again so the mechanism can check again whether all necessary information has been entered.

When you receive the message that your application is complete, you can log in again and send it by pressing the "Send" button. Again, please do not forget to click "Save" at the end:

Send application

Yes ▾

Save   Cancel

Your application will be sent to us and you will receive a confirmation by e-mail. Next, we will contact you with the information whether you will be invited to our AC. Many thanks and good luck!