

The JOB EXCHANGE at
www.arbeitsagentur.de



INFORMATION FOR JOB AND APPRENTICESHIP SEEKERS



Find a job in Germany
quickly and easily



**Bundesagentur
für Arbeit**

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!



Bundesagentur für Arbeit

Kontakt Veranstaltungen Über uns Inhalt Impressum English Français

Bürgerinnen & Bürger Unternehmen Institutionen Formulare Partner vor Ort Presse Veröffentlichungen

Druckansicht

Stellen- und Bewerberbörsen

JOBBÖRSE

Mit der JOBBÖRSE finden Sie schnell eine Stelle oder einen Ausbildungsplatz. Arbeitgeber können für freie Stellen gezielt Bewerber auswählen.

Information zur JOBBÖRSE »

Informationen der Bundesagentur für Arbeit

Für Bürgerinnen & Bürger
Arbeitslosigkeit, Berufsberatung, Existenzgründung, finanzielle Hilfen, Arbeiten im Ausland, Kindergeld...
Weiter »

Für Unternehmen
Ausbildung, Förderleistungen, Verrentung von Arbeitskräften, Weiterentwicklung Ihres Personals...
Weiter »

Für Institutionen
Service für Schulen, Bildungsträger, öffentliche Einrichtungen, Behinderte, Vorschwerstarbeiter...
Weiter »

Weitere Angebote im Netz

Partner vor Ort
Anschriften der Agenturen für Arbeit (mit Familienkassen) und Jobcenter

Themen

Formulare Arbeitslosengeld
Online-Arbeitsuchendmeldung
Leistungen für Bildung und Teilhabe Infos für Arbeitgeber
Neue Postleitzahlen Kindergeld und Kinderzuschlag

Aktuelles

04.04.2011
» Der Arbeitsmarkt im Dezember und im Jahr 2010

Arbeitslosenquote stieg im vergangenen Monat um 0,50 %

23.12.2010
» Zwei Broschüren zum Arbeitsmarkt für Akademiker

20.12.2010
» Messenbetriebskassen der

Lesen Sie mehr »

JOBBÖRSE 3.181.225 Applicant profiles 838.379 Jobs 231.933 Apprenticeships As of 03.01.2011

My JOBBÖRSE 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

Keyword(s)

Job location

[Advanced search](#)

Job vacancy just a few clicks away

Looking for

Job location

[Jobs](#) [Change to apprenticeships](#) [Ändern in Stellen für Kinder](#) [Germany](#) [Change](#)

Further links

[BERUFENET](#)

[KURSNET](#)

[planet-beruf.de](#)

[abi](#)

[BERUFET](#)

[Berufshilfe](#)

FIND A VACANCY QUICKLY AND EASILY



Do you want to use the JOB EXCHANGE at 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 Log out 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 personnel requirements and find a suitable applicant.

» JOBBÖRSE for employers

Find a suitable job

* Looking for

Keyword(s)

Job location

[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

BERUFENETZ

KURSNETZ

planet-beruf.de

abi

BERUFETV

Personen

Job vacancy just a few clicks away

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 (16267)
- » 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)

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.

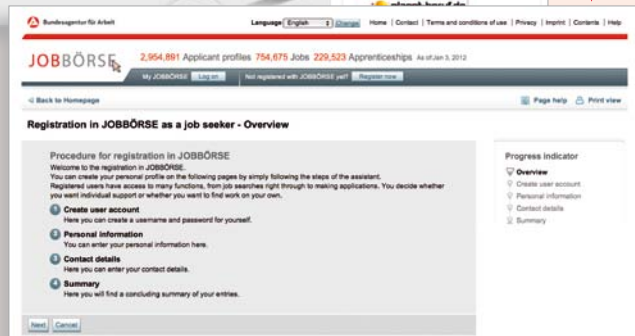
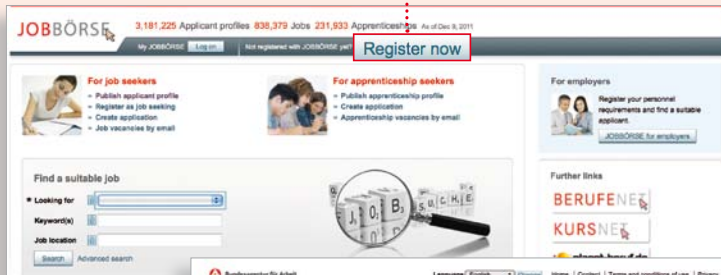
With your user account you can:

- 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.



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.

My personal information

You have saved all your personal information.

- » [Edit personal information](#)
- » [Register as job seeking](#)

My curriculum vitae

Here you **1** save your curriculum vitae. You can publish this together with a job application in the JOBBORSE and use it for an application.

- » [Enter curriculum vitae](#)

My skills

2 Here you can save your skills. You can publish these together with a job application in JOBBORSE and use them for an application.

- » [Enter skills](#)

My job applications

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.

- » [Enter new job application](#)
- » [Suitable jobs by email](#)

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

Suchen

☐ Do not display job vacancies with similar professions/ activities

Additional job title

Display text

(Maximum 700 characters)

Disability

☐ Exclusively for job vacancies for severely disabled people or people of similar status.

* Entry period

from until

* Management responsibility

Industry groups

No industry-based restriction has been imposed.

Size of company

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	daily
<input type="button" value="Create job application..."/>		

Available email address

☒ I would like notifications to be sent to my email address in Personal Information.



Alternative email address

Accept Cancel

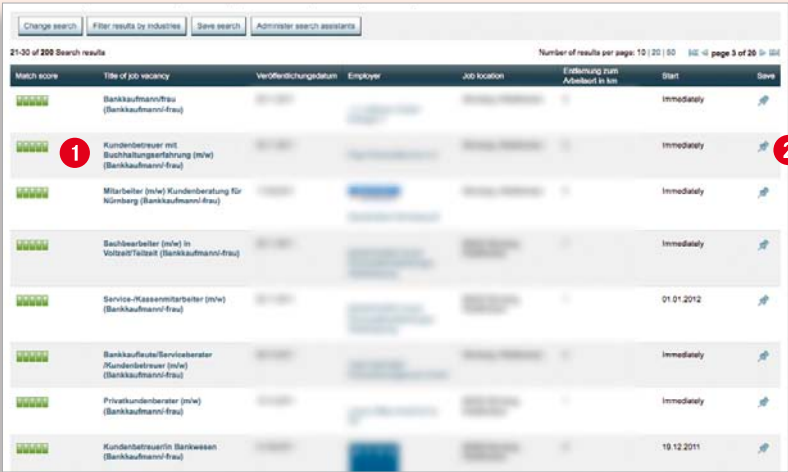
THE LIST OF RESULTS



















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
	Bankkaufmann/-frau (Bankkaufmann/-frau)	21.01.2012	Bankkaufmann/-frau	Bankkaufmann/-frau	1	Immediately	
	Kundenbetreuer mit Buchhaltungserfahrung (m/w) (Bankkaufmann/-frau)	21.01.2012	Bankkaufmann/-frau	Bankkaufmann/-frau	1	Immediately	
	Mitarbeiter (m/w) Kundenberatung für Nürnberg (Bankkaufmann/-frau)	21.01.2012	Bankkaufmann/-frau	Bankkaufmann/-frau	1	Immediately	
	Buchhalter/-in (m/w) in Vollzeit/Fachkraft (Bankkaufmann/-frau)	21.01.2012	Bankkaufmann/-frau	Bankkaufmann/-frau	1	Immediately	
	Service-/Kassenmitarbeiter (m/w) (Bankkaufmann/-frau)	21.01.2012	Bankkaufmann/-frau	Bankkaufmann/-frau	1	01.01.2012	
	Bankkaufleute/Bankassistenten Kundenbetreuer (m/w) (Bankkaufmann/-frau)	21.01.2012	Bankkaufmann/-frau	Bankkaufmann/-frau	1	Immediately	
	Privatkundenberater (m/w) (Bankkaufmann/-frau)	21.01.2012	Bankkaufmann/-frau	Bankkaufmann/-frau	1	Immediately	
	Kundenbetreuer/in Bankwesen (Bankkaufmann/-frau)	21.01.2012	Bankkaufmann/-frau	Bankkaufmann/-frau	1	19.12.2011	



DOCUMENT MANAGEMENT AND APPLICATION MANAGEMENT

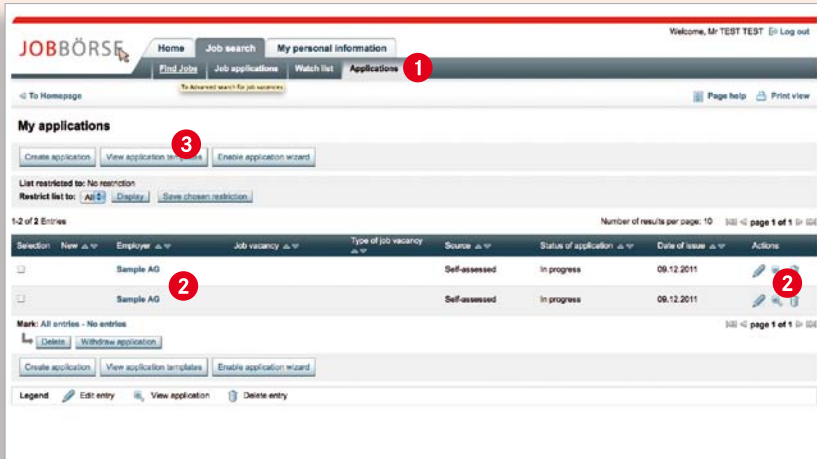


Create and manage all of your application documents and update the status of your applications.

- 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.



JOBBÖRSE Home Job search My personal information

Welcome, M-TEST TEST Log out

Find Jobs Job applications Watch list Applications 1

To Advanced search for job vacancies

To Homepage Page help Print view

My applications 3

Create application View application templates Enable application wizard

List restricted to: No restriction

Restrict list to: All Display Save 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

Delete 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



Mit Unterstützung der Europäischen Union.
Die Verantwortung für den Inhalt dieser Veröffentlichung trägt der Herausgeber.
Die Europäische Kommission haftet nicht für die weitere Nutzung.

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Nürnberg
Marketing
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