Application 4.0 -
Make the Most of Your Online Application

**Objective**
To successfully search the internet for jobs, present yourself online, apply online and tame all features of "robot recruiting" (online application systems, including pre-selection tools and interview or assessment tools).

**Description**
These days companies as well as public and governmental institutions use online tools and algorithms for recruiting employees - with new features of "robot recruiting" from time-shifted video interviews to gamification as a pre-selection tool.
The online workshop will clarify most online application features using practical examples and online-tasks.
Main topics will be tips and tricks for
• basics of personnel selection procedures for online application,
• successfully using online selection and pre-selection tools,
• documents in online systems (CV, application letter, text fields),
• online assessment tools (e.g. online assessment tools, time-shifted interview).

**Methodology**

**Preparation phase** 3-7 February 2021 / approx. 2 hours, on your own time
• You will receive an individual login code for the moodle course room for the workshop on 3 February 2021 at the latest.
• In the moodle course room you will find materials and tasks to prepare. If necessary, these tasks are supervised by the trainer.

**Online attendance:** 8 February 8, 2021, 9:00 – 13:00
• We will work together on interactive learning situations from 9:00 – 13:00 (incl. short breaks).

**Transfer phase:** 9-13 February 2021 / approx. 2 hours, on your own time
• In the moodle course room you will receive feedback, can ask further questions and exchange ideas with the trainer and the other participants.

**Conditions**
To participate you need a laptop or computer with audio / video function (microphone and camera) as well as a stable internet connection.

**Organizational Information**

<table>
<thead>
<tr>
<th>Language</th>
<th>English</th>
</tr>
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<tbody>
<tr>
<td>Target group</td>
<td>Advanced Doctoral Candidates and Postdocs from all faculties</td>
</tr>
<tr>
<td>Date</td>
<td>Monday, 8 February 2021, 9:00 – 13:00</td>
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<tr>
<td>Registration</td>
<td>For registration click here</td>
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