# CANDIDATE APPLICATION & REGISTRATION PROCESS

### CANDIDATE APPLICATION & REGISTRATION PROCESS

This presentation will guide you through the process, to complete your registration and application for the position of an Associate System Engineer at IBM India

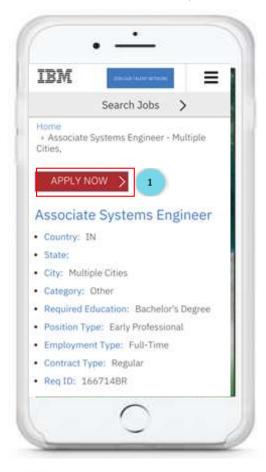
Before you start with your registration process, please ensure to keep a soft copy of the following documents ready:

- Resume
- Government ID Proof with correct Name and Complete Date of Birth (as in Aadhar/ PAN Card / Passport / Drivers License / Voters ID)
- Marksheets
  - 10, 12, Diploma marksheets and certificates
  - UG & PG marksheets & certificates(as applicable) until the semester completed (incase of internet copies of the last semesters please ensure to get the same attested prior to uploading it on the portal)
- Work Experience documents if any

Ensure to remember your log in ID and password throughout the process

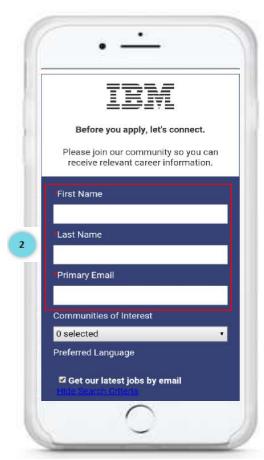
You may also apply via your Desktop/Laptop or Mobile phone, for your reference the presentation depicts the mobile view

Step 1. Apply here https://careers.ibm.com/ShowJob/Id/348510/Associate-Systems-Engineer/?lang=en



Select 'Apply Now'

IBM Confidential



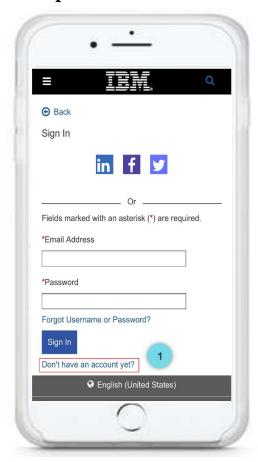
Enter your first name, last name as per your Govt ID & documents and Email address

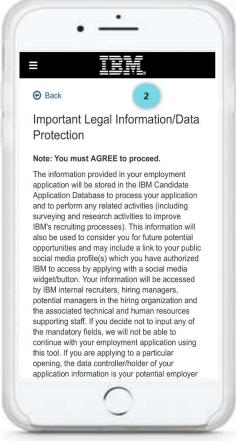


Select 'Connect and Apply'

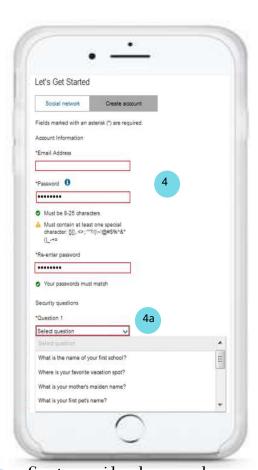


#### Step 2. Create an account





you have applied and it may also be used to consider you for future potential recruitment processes, however for no more than the period of 36 months, after which it will be deleted. If you do not want to be included in the future and other positions or you would like your personal information is deleted, please contact us at: BRaccount@pl.ibm.com Please also do not use the social media widget/button functionality and do not add the link(s) to your social media profile(s). Be advised that using this system is voluntary and you may review, modify or correct your personal information after logging in to the system. By clicking 'Agree' button you are hereby confirming that you read and understood above information and explicitly accept the above terms. RUSSIAN FEDERATION: The application data of not hired candidates will be stored in IBM Recruitment system within 3 years after last activity and will be deleted automatically. Disagree © English (United States)



1 Click to create an account

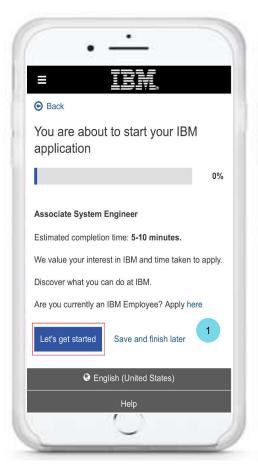
Read the legal information

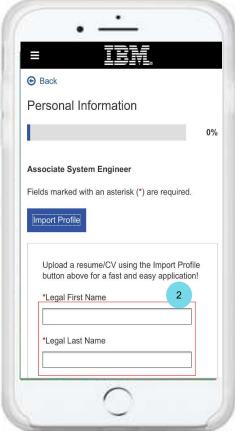
3 Click on 'Agree'

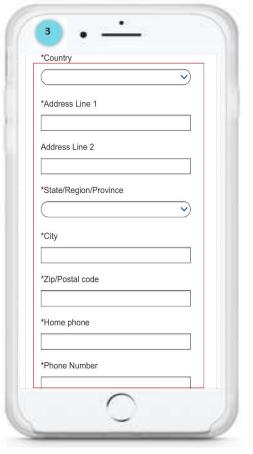
Create user id and password
\*Please ensure to remember this throughout the application process

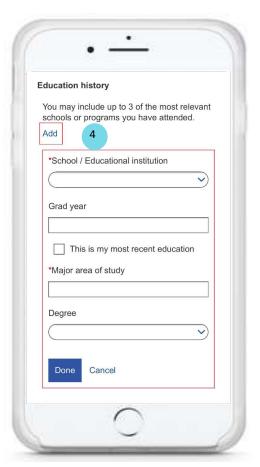
Select a security question from the drop down and click 'Continue'

## Step 3. Fill In your personal details



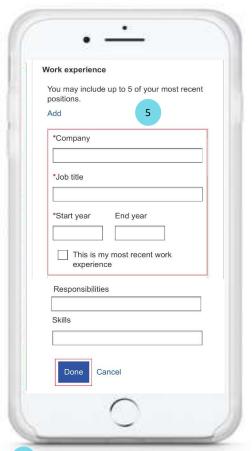




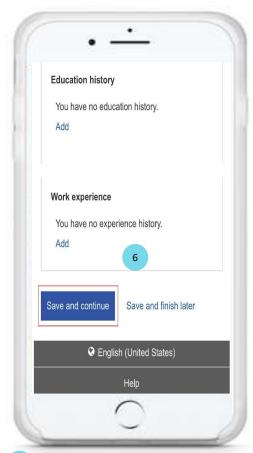


- 1 Click 'Lets get started'
- Enter your first name and last name as per your Govt ID & documents
- 3 Enter your personal details
- Click 'Add' and fill in your education details from 10<sup>th</sup> until the highest education pursing

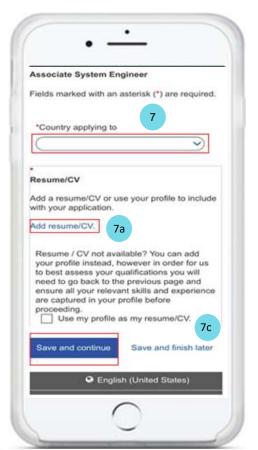
#### Continued...



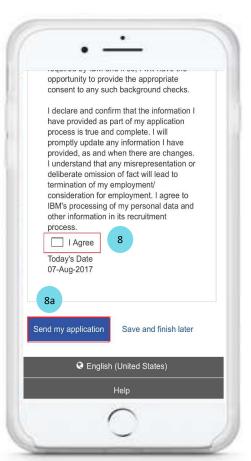
5 Add work experience (if any)



After filling your education and work details click 'Save and continue'



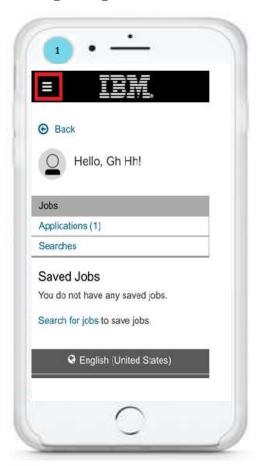
- 7 Select 'India' from the drop down
- 7a Add Resume as an attachment
- 7b Click 'Save and continue'



- Read the disclaimer and click 'Agree'
- Click on 'Send my application'

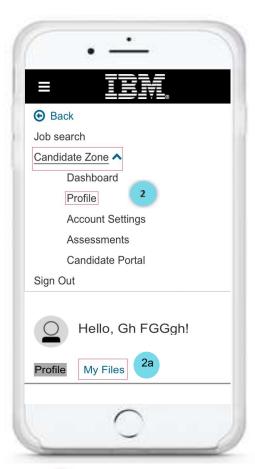


#### **Step 4.Upload documents**

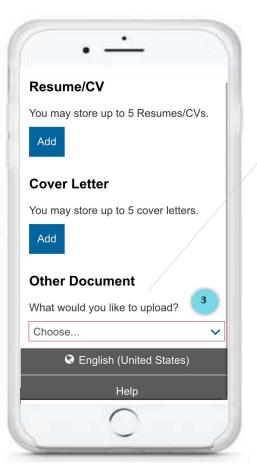


1 Click on the highlighted icon to get to the 'Candidate zone'

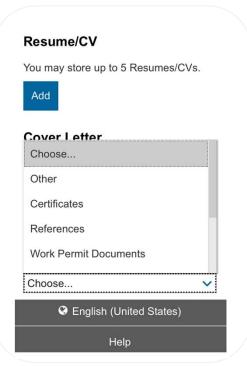
IBM Confidential



- Click on 'Profile'
- Click 'My files'



Click the drop down and upload mandatory documents \*



- -Resume
- Government ID Proof
- Marksheets
- $. 10, 12, Diploma\ mark sheets\ and\ certificates$
- .UG & PG marksheets & certificates

AND LOG OUT



# THANK YOU