

Online Application

How do I apply @ Henkel?

When having found the right position, just click on **Apply** and then **Register**.

Henkel Online Application

→ Online Application - Homepage → Print View → Tell a friend about this job

Detail	
Job title	Patent Information Professional (m/f) Field: Chemistry
Reference number	784DE
Start Date	01.01.07
Location	Düsseldorf
Job description	<p>Your tasks:</p> <p>As a member of the Patent Information Team your main responsibility will be to carry out thorough and in-depth chemistry online searches to answer queries from our R&D scientists world-wide.</p> <p>You will be searching in professional online databases for all manner of IP related information using the specific retrieval languages of various providers. Since the Patent Information Department is part of our Patents Division, you will be working very closely with our patent attorneys.</p> <p>Your qualifications:</p> <p>Candidates must have a degree or a higher qualification in chemistry and experience in patent and literature searching in professional online databases. The candidate must also possess a solid foundation in computer skills and demonstrate ability to communicate clearly and concisely verbally and in writing in English and German. Furthermore, strong interpersonal skills that enable the individual to work closely with diverse personalities, alone and as a team player are required. Experience of working internationally will be of advantage.</p> <p>contact person:</p> <p>Phd. Ines Wilkens</p>

Login

If you have already created a profile, you can login here by entering username and password.

Username

Password

Forgot password?
Please click [here](#)

Registration

If you are not yet registered, please click here!

On the following page you get some additional information. Please start your application with **Start Application**.

Before you can actually start your application you have to agree to the data protection regulations. Please tick **I have read and understood this privacy policy** and confirm with **Continue**. Now apply @ HENKEL!

First you are asked to indicate your personal details.

After having stated the **Title**, your **Surname** and **Last name**, it is mandatory to enter a valid **e-Mail address**.

Henkel Online Application

Registration

A successful online application at Henkel is easy. It consists of three steps:

1. Register on this page.
2. Complete your personal profile on the following pages.
3. Use your profile to apply for job openings in the Henkel World. You can also activate your profile for our candidate pool and benefit from an unsolicited application that can draw our attention at any time!

On the right side of all following pages, the green lights indicate the steps of the application process you already completed.

You can take a break from the application process at any time and continue later. Simply register with your username and password to login again.

Your user details * Required information

* Title

* First name

* Surname

* Email Address

* Username (6-10 characters)

* Password (6-10 characters)

* Confirm password (6-10 characters)

Login

If you have already created a profile, you can login here by entering username and password.

Username

Password

Forgot password?
Please click [here](#)

Registration

If you are not yet registered, please click here!

Additionally you decide here about your **username and password** which have to fulfill the criteria of 6-10 letters.

1. Personal Data: On the next page you are asked to fill in your **address** details and **telephone number**.

The screenshot shows the 'Henkel Online Application' interface. At the top, there is a navigation bar with 'Online Application - Homepage' and links for 'My Career' and 'Logout'. The main section is titled 'Personal Details' and includes a note: 'Please complete your personal profile. You can leave at any time by clicking "My Career." Keep in mind that you can only apply online for jobs if your profile is complete!'. The form is divided into two main sections: 'Personal data' and 'Availability for work'. The 'Personal data' section includes fields for Title (M), First name (Fritz), Surname (Henkel), Address, Post Code, Town/City, Country (Please select), Telephone number, and Mobile. The 'Availability for work' section has radio buttons for 'Immediate', 'Specific date, please specify' (with Day, Month, and Year dropdowns), and 'Notice period to serve' (with a text input for weeks). A 'Continue' button is at the bottom right. On the right side, a 'Process flow' menu is highlighted with a red box, containing 'Personal Data' (selected), 'Education', 'Experience', 'Skills', 'Document management', and 'Submit profile'. A red arrow points upwards from below the page towards the 'Process flow' menu.

At the bottom of the page please enter the desired starting date. With the menu on the right side of the screen you are lead through the **application process**.

2. Education: On the education page you are requested to specify your **education level** and the **area of education**.

The screenshot shows the 'Education' page of the Henkel Online Application. The page title is 'Henkel Online Application' and the breadcrumb is 'Online Application - Homepage'. There are links for 'My Career' and 'Logout'. The main heading is 'Education' with the instruction 'Please summarize your educational background.' Below this is a form titled 'Education' with a red asterisk indicating required information. The form contains four fields: 'Highest level of education' (dropdown), 'University/School' (text input), 'Main areas of education' (dropdown), and another 'Please select' dropdown. A 'Process flow' sidebar on the right shows steps: Personal Data, Education (highlighted), Experience, Skills, Document management, and Submit profile. At the bottom are 'Back' and 'Continue' buttons.

3. Experience: Here you are asked to indicate your **area of experience** and the field in which you are looking for a job.

The screenshot shows the 'Experience' page of the Henkel Online Application. The page title is 'Henkel Online Application' and the breadcrumb is 'Online Application - Homepage'. There are links for 'My Career' and 'Logout'. The main heading is 'Experience' with the instruction 'Please summarize your professional experience.' Below this is a form titled 'Experience' with a red asterisk indicating required information. The form contains four fields: 'Areas of experience' (dropdown), 'Please select' (dropdown), 'Total number of years in work' (dropdown), and 'I am looking for a job in' (dropdown). Below the form is a section titled 'Current/Previous jobs' with an 'Add Experience Details' button. A 'Process flow' sidebar on the right shows steps: Personal Data, Education, Experience (highlighted), Skills, Document management, and Submit profile. At the bottom are 'Back' and 'Continue' buttons.

At the bottom of the page you are requested to inform about your **experience details**. Here you can sum up all different steps of your work experience by entering the **company name, industry, position, time period and contract type**.

4. Skills: On the 4th page you can “ADD” your **IT and language skills** from the skills tree and indicate the relative skill level. You can choose between **Expert, Advanced, Good and Basic.**

Henkel Online Application

→ Online Application - Homepage

Skills

Do you have expertise in a certain field? How many languages do you speak - and which ones? On this page you can tell us about your skills. To see the different options, simply click on "+" in the skills tree.

When you have made your selection, click on "Add." Then, please specify your current level of knowledge at the top of the page.

My skills * Required information

Skills	*Level
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Expand all Collapse all

Skills

- IT Skills
- Language Skills

Process flow

- Personal Data
- Education
- Experience
- Skills**
- Document management
- Submit profile

5. Document management: On this page you are asked to upload your CV. You can even upload 5 different CV's. Only one CV can be stated as "active". Please note that only the following formats are accepted: **.doc, .rtf, .txt, .ppt, .pdf, .gif, .jpg, and .bmp**. Additionally you have the possibility to upload **5 further documents** here like f.e. a cover letter and references. In this section all 5 possible documents can be "active" at the same time.

The screenshot shows the 'CV and File Management' section of the Henkel Online Application. The page title is 'Henkel Online Application' and the breadcrumb is 'Online Application - Homepage'. On the right, there are links for 'My Career' and 'Logout'. The main content area is titled 'CV and File Management' and includes an important note: 'Important: Selecting a document as active will make this document available to recruiters.' Below this, there are two sections: 'CV' and 'Additional Attachments'. The 'CV' section has a 'Name' field and an 'Active' checkbox, with a message: 'You have not uploaded any CVs. Uploading a CV is mandatory, please click on 'Upload CV' below.' and an 'Upload CV' button. The 'Additional Attachments' section has a 'Name' field and an 'Active' checkbox, with a message: 'You have not uploaded any attachments' and an 'Upload Additional Attachment' button. At the bottom, there are 'Back' and 'Continue' buttons. On the right side, there is a 'Process flow' section with a list of steps: Personal Data, Education, Experience, Skills, Document management (which is highlighted with a red dot), and Submit profile.

6. Motivation/ Submit profile: Before submitting your profile, you are asked to enter your **Motivation** for working @HENKEL. Please be aware that you can insert different motivation descriptions when applying for different jobs.

The screenshot shows the 'Motivation' section of the Henkel Online Application. The page title is 'Henkel Online Application' and the breadcrumb is 'Online Application - Homepage'. On the right, there are links for 'My Career' and 'Logout'. The main content area is titled 'Motivation' and includes a description: 'Describe in a few sentences your motivation to join Henkel.' Below this, there is a 'Motivation' text area with a message: '* Motivation' and a 'Required information' icon. At the bottom, there are 'Back' and 'Continue' buttons. On the right side, there is a 'Process flow' section with a list of steps: Personal Data, Education, Experience, Skills, Document management, and Submit profile (which is highlighted with a red dot).

By clicking on **Continue**, you finish your application and get to the “**My-Career-Page**”.

Explanation of the “My-Career-Page”:

Here you can **Logout** in order to abandon your profile.

The screenshot shows the 'Henkel Online Application' interface. At the top, there is a navigation bar with 'Online Application - Homepage' and a dropdown menu containing 'My Career' and 'Logout'. Below this, there is a section for 'My profile' with a table of options: 'User details (username, password)' with a 'View / Edit' link, 'Your Profile' with a 'View / Edit' link, 'Manage CVs and other supporting documents' with a 'Manage' link, and 'Delete profile' with a 'Delete profile' link. Below the profile section is the 'Jobsearch' section with links for 'Jobsearch', 'Alert management', and 'My Applications'. At the bottom is the 'Online assessment' section with a link for 'Online assessment' and a 'Logout' button.

Under **My Profile**, you can always edit your personal data, your application profile and documents. Therefore click on the related Button **View/Edit**.

By clicking on Jobsearch, you can always search for jobs and directly apply with your profile. Under Alert **Management** an information mail can be activated that is sent out when a new and interesting vacancy is posted. **My applications** show the positions you have applied to.

Under **Online Assessment** you are led to the online tests when you are asked for it.

Click on **Logout** to abandon your profile.