



Frequently Asked Questions

1. [How do I apply to a job?](#)
2. [How can I retrieve a forgotten/lost password?](#)
3. [Will my data be safe?](#)
4. [When will I receive communication regarding my application?](#)
5. [How can I view the status of my application?](#)
6. [Can I enter my data in more than one language?](#)

Tips to assist your job search:

1. [Basic Navigation Tips](#)

1. How do I apply to a job?

Select the job you wish to apply to by clicking the blue box to the left of the position. After selecting the box your selection will turn orange. Then click the “Apply” button.

<input checked="" type="checkbox"/>	Other	Intern - Systems
<input type="checkbox"/>	Other	Intern - GRC Sug
<input type="checkbox"/>	Other	Technical Writer Management/Mr
<input type="checkbox"/>	Marketing	KNOWLEDGE M
<input type="checkbox"/>	Other	Intern- Customer
<input type="checkbox"/>	Other	Intern - Associate
<input type="checkbox"/>	Consulting	SAP Consultant

Page 1 of 47

[Apply](#)

2. I lost my password and my user name, what can I do?

To retrieve your password, simply click the “Log In” link on the right side of your screen from the Careers at SAP page. Then click on “Password forgotten”.

Logon

[Register here](#)

Users *

Password *

[Log On](#)

[Change Password](#) [Password Forgotten](#)

Type your e-mail and then select “Submit Password”. It’s not necessary to type in your User Name.

User Name

E-Mail

[Submit Password](#) [Back to Logon](#)

3. Will my data be safe?

Yes, when applying to any job we require you to agree to the Data Privacy statement.

Data Privacy Statement

Please read the Data Privacy Statement carefully. By clicking the button, you agree to and accept the Data Privacy Statement.

⚠ The information is displayed in a new window. If you want to suppress the display of additional windows with a popup blocker, you must first deactivate this. [Data Privacy Statement](#)

I agree to and accept the terms of the Data Privacy Statement.

4. When will I receive communication regarding my application?

After applying to a job, within 24 hours you will receive an Acknowledgement of Receipt email from careers@sap.com

5. How can I view the status of my application(s)?

To view the status of your application, first log into your profile. Under the “Jobs” section, click on the applications link to view all positions you applied to and the status of each of your applications.



6. Can I enter my data in more than one language?

No, you are not able to enter your data in more than one language. However, depending on the country you are applying to, you are able to change the language preference in which you view the page.

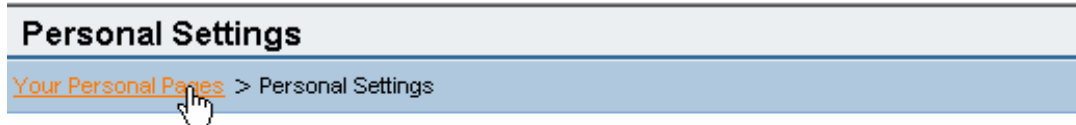


Additional Tips for Navigating and searching within E-Recruiting

Ever wonder if you are correctly navigating through a corporate Career site? Check out these simple tips to help optimize your experience using SAP's e-Recruiting platform.

Basic Navigation Tips

1. To navigate back to previous pages, do not use the Browser buttons! Click the links in the top of the web page to navigate back to previous pages.





Here you can tailor your pages to suit your personal preferences.

2. To select an item, select the blue box next to the item. Selected item will become highlighted.







<input type="checkbox"/>	Consulting	Regional FS ME Program Manager
<input checked="" type="checkbox"/>	Consulting	Senior HCM Consultant

Page 1 of 1

3. To sort any column, select the arrows next to the category

	Business Area	
		
<input type="checkbox"/>	Consulting	
<input type="checkbox"/>	Consulting	

4. You may also sort any column by entering text in the box below the category. You may use complete words such as “Consulting” or use an asterisk * as a wildcard. In the example below, Co* returns all results that begin with “Co”.

	Business Area
	Co*
	Consulting
	Consulting
	Consulting
	Controlling/Finance
	Controlling/Finance

5. View additional pages of search results by selecting the arrows as indicated.

