



## 陶氏化学 2010 校园招聘讨论区<http://dow.dajie.com>

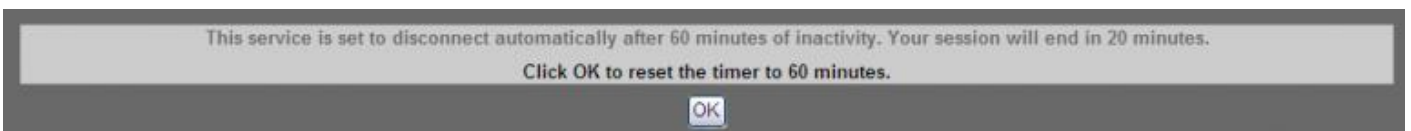
陶氏网申系统 (Taleo 系统) 申请步骤详解

陶氏使用的是世界著名的 ATS 系统 (Taleo) ，这个系统目前是全英文的申请界面，申请方法上也跟大家常用的 ChinaHR 的 CampuSys 系统不同。所以今天就这个系统的网申，跟同学们做一个详解

完成陶氏的这次网申共需要 7 步操作



提示：当你 60 分钟内不是活动状态，系统会自动退出，所以一定填写的过程要时常记得 “Save as Draft”



第一步：My Contact Information

### Personal Information

Please enter all relevant personal information in the fields below.

Referred By (Enter Dow Employee Name):

\*First Name

\*Family/Last Name

\*Street Address (Line 1)

Address (line 2)

City

Zip/Postal Code

\*Home Phone Number

Work Phone Number

Mobile Number

\*Email Address

\*Place of Residence  
Country/Regions  
Not Specified

\* Have you ever been employed by the Dow Chemical Company or any of its wholly owned subsidiaries?

Not Specified

If you have previously been employed at Dow or a subsidiary, please indicate the type of employment.

Not Specified

\*The information below will allow Dow and its subsidiaries to accurately report individual demographics. Submission of the information won't be used when

国外系统的习惯是，“个人信息”和“简历”分开提交的。这一步主要是让你填写一些，能够联系到你的方法（电话、email、通讯地址等），和一些企业想了解的调研信息，大家就如实填写好了。

### 第二步：Resume/CV

## Resume/CV

Mandatory fields are marked with an asterisk. \*

### Cover Letter

Type or paste a cover letter you want to submit along with the candidate record in the text field below. If you paste the text, please note that the original formatting will be modified. Plain text has no style elements, such as bullets, tables, bolded characters, etc. Make sure the text is properly formatted.

Plain Text Cover Letter or Comments



### Resume

You can provide a plain text version of your resume in the text field below. Type your resume directly in the text area or paste a copy from an original file. If you paste the resume, please note that the original formatting will be modified. Plain text has no style elements, such as bullets, tables, bolded characters, etc. Make sure the text is properly formatted.

\*Plain Text Resume - Enter N/A if resume is uploaded or attached.



### What is "plain text"?

Plain text has no formatting at all (bold, italic, table, etc.). It is software independent and can be imported, read, and exported by virtually every software application.

### Copy-paste a cover letter

To copy and paste a cover letter:

Open the cover letter file and highlight the text to copy. Hold down Ctrl + C simultaneously. The text is now copied. Place the cursor in the plain text cover letter field and hold down Ctrl + V simultaneously. The text is now pasted.

### Cover letter maximum length

The maximum length allowed in the cover letter text field is 4000 characters.

### What is "plain text"?

Plain text has no formatting at all (bold, italic, table, etc.). It is software independent and can be imported, read, and exported by virtually every software application.

### Copy-paste a resume

To copy and paste a resume:

Open the original resume file and highlight the text to copy. Hold down Ctrl + C simultaneously. The text is now copied. Place the cursor in the plain text resume field and hold down Ctrl + V simultaneously. The text is now pasted.

### Resume maximum length

The maximum length allowed in the resume text field is 64000 characters.

Cover Letter 虽然在这一页为非必填项，但是还是建议大家用英文写一下，毕竟简历体现的是你的背景、经历等客观信息，Cover Letter 体现的是你的态度，你想加入这个公司的意愿，会比较有诚意

Resume，因为 Taleo 是全英文的系统，为了保证能够正确识别你的简历，请用英文简历粘贴。因为是 Plain Text 格式，许多 Word 里面的格式粘贴过来是无法显示的。因此你还可以把 word 的简历，作为附件再上传一份，你最多可以上传 5 个附件

## 第三步：Education and Work History

## Education and Work History

Mandatory fields are marked with an asterisk.\*

### Education

List your educational experiences below, starting with your highest level of education or degree achieved. You must provide at least 1 entry. If your institution is not in the select menu, please type the full name in the box provided. If you have not yet graduated please type "Not Applicable" in the Institution and Program boxes and indicate "None" in the Education Level field.

#### Education 1

\*Institution Select

\*Program Select

\*Education Level

Start Date

Graduation Date

[Remove Education](#)

[Add Education](#)

### Adding entries

To create an entry, click "Add Education" or "Add Work Experience". A new section including blank fields appears. Enter any relevant information.

### Removing entries

To remove an entry from the list, identify it, then click "Remove Education" or "Remove Work Experience".

### Reordering entries

To reorder entries, click "Move Up" or "Move Down" next to each entry until the relevant education or work experience reaches the desired position.

注意，这一步一般是系统筛选的一个重要条件，所以学校、学科、学历一定要选择准确

由于 Taleo 为了要兼容世界各地的大学院校，大学院校列表也是非常多的（有 6363 个大学），最好用你学校的英文名称进行搜索，快速定位到你的学校上（如下图：找到的北京师范大学）

Select
Cancel

### Institution Selector

This page allows you to select an institution from the list of available institutions.

Refine by

Institutions			1-1 out of 1   <<< 1 >>>
Name	Type	Location	
<input type="radio"/> Beijing Normal University	University	Beijing	

1-1 out of 1 | <<< 1 >>>

Select
Cancel

Powered by 

#### 第四步: Qualifications and Skills

\*1. Please indicate the highest level of your English education certificate.

- CET 4
- CET 6
- TEM 4
- TEM 8
- Level 1 (Tsing Hua)
- Other English certificate

\*2. What is the highest degree that you will have received when you graduate in 2010?

- Bachelor's Degree
- Master's Degree
- Ph.D
- Others

\*3. In which discipline have you received your degree?

- Engineering Discipline
- Natural Science
- Business/Economics
- Supply Chain/Logistics
- Others

\*4. How many total months of internship have you had at all companies?

- None
- Less than 3 months
- 3-6 months
- 6-12 months
- More than 12 months

5. List the companies where you have internship and the internship period (max 100 words)

这一步也是企业筛选常用的一些选项，但是大家也只能如实作答，诚信还是第一位的

当然如果你曾有很多公司的实习经历，会对你加分不少。至此其实网申部分已经基本结束

#### 第五步: Questionnaire

这一步，确实就是让你订阅陶氏新发布的职位信息，如果有你感兴趣的会发送到你的信箱，根据情况选择即可

## Questionnaire

Hold down the **Ctrl** key (**Command** key for Mac) to make multiple selections or to deselect items.

Mandatory fields are marked with an asterisk.\*

### Job Posting Notification

Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

Please email me career opportunities at Dow matching my profile.

### Basic Profile Information

Please use the fields below to indicate your preferences for notifications. Check all that apply (optional).

#### Job Level

Not Specified
Entry Level
Individual Contributor
Manager
Director
Executive

#### Job Type

Not Specified
Standard
Internship
Cooperative
Apprenticeship

#### Schedule

Not Specified
Full-time
Part-time

#### Minimum Annual Salary

#### Currency

Not Specified	▼
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### Email Notifications

When you select the checkbox, the system sends an email notification whenever a new position matching the profile is posted.

### Multiple selections

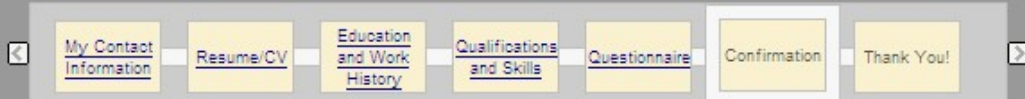
To (de)select multiple options using a PC, hold down the **Ctrl** key and click all relevant values (for Mac, use the **Command** key).

## 第六步: Confirmation

其实就是让你留个签名和证件号码, 以声明你刚才填写的都是真实的信息

Applying for: [2009-2010 Campus Hiring Program - Human Resources Development Program \(Job Number: 0901297\)](#)

Step 6 out of 7 | [Print/Email](#)



Save as Draft

Quit

Save and Continue

## Confirmation

Hold down the Ctrl key (Command key for Mac) to make multiple selections or to deselect items.

Mandatory fields are marked with an asterisk.\*

### eSignature

Please read the following statement carefully and accurately, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an esignature is the electronic equivalent of a hand-written signature.

Select a language

English

#### Please read the following statement carefully prior to signing this application.

References to "Dow" shall refer collectively to The Dow Chemical Company and certain of its subsidiaries, and their employees, representatives, and agents.

I hereby acknowledge that I have read and understand the above statements and confirm that all information included in this submission is accurate and correct. I understand that any false answer or statement, misrepresentation or deliberate omission of a fact in my submission is justification for refusal of employment with Dow.

## 第七步: Thank you

这一步, 你还可以看一下所有你刚才填写的内容, 如果觉得那一步填写的有问题, 直接单击上方的步骤导航, 修改即可。最后确认没有问题后点击“Submit”

Applying for: [2009-2010 Campus Hiring Program - Human Resources Development Program \(Job Number: 0901297\)](#) Step 7 out of 7 | [Print/Email](#)

[My Contact Information](#) | [Resume/CV](#) | [Education and Work History](#) | [Qualifications and Skills](#) | [Questionnaire](#) | [Confirmation](#) | [Thank You!](#)

[Save as Draft](#) | [Quit](#) [Submit](#)

### Thank You!

This summary displays the information included in the job submission form. To modify some specific information, click "Edit" next to the relevant section.

**My Contact Information** | [Edit](#)

Source Tracking

Source Type	Career Fair / Forum
Source	Other Career Fair

Personal Information

至此说明你的简历已经成功的提交到 Taleo 的系统中了

如果你想要在提交后修改简历，登陆“My Homepage”

Job Search | My Homepage

My Submissions | My Job Cart | My Saved Searches

**My Submissions (2 job submissions found)**

This page displays all relevant details related to your draft and completed submissions.

Submissions per page:

**Draft Submissions**

[2009 Summer Internship Program--Research & Development](#) - Full-time  
 CN-Shanghai  
 Job Posting : 03/29/2009 – Job Number: 0900177  
 Job Status: Active (Accepting Job Submissions)  
[Finish Draft Submission](#) | [Withdraw](#)

**Completed Submissions**

[2009 Summer Internship Program -- Shared Services](#) - Full-time  
 CN-Shanghai  
 Job Posting : 03/29/2009 – Job Number: 0900179  
 Job Status: Active (Accepting Job Submissions)  
 Submission Status: Completed – Updated: 03/30/2009  
[View/Edit Submission](#) | [Withdraw](#)

**Professional Profile**

If the current career opportunities do not match your background and interests, create a professional profile including your resume/CV and receive automatic notifications by email of new positions that match your interests and skills as soon as they become available.

[Create or Update Professional Profile](#)

**Icon legend**

More information

点击“View/Edit Submission”即可进行简历的编辑



祝各位网申成功

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