



瑞银集团 2010 校园招聘讨论区

<http://ubs.dajie.com/>

看到有朋友回帖问申请流程有没有 Open Question 和在线测试题之类的，这里我先总起说明一下申请步骤，然后大家可以仔细看我的帖子的每一步申请内容（全英文申请步骤和提示）：

UBS 的网申分为五大步骤，分别是：

- (1) Personal Details 【个人信息】
- (2) Education 【教育背景，需要填到高中的信息】
- (3) Languages and Skills 【语言及 IT 技能】
- (4) Work Experiences 【工作经历或实习经历】
- (5) Additional Informations 【开放性问题（Open Question）、上传简历(word 或 pdf 格式，建议英文简历)、上传其他必要文件（如成绩单、证书之类的），具体见本贴后面的描述】

填写完这 5 大步骤信息之后，成功通过网申筛选的候选人在 24 小时之内会收到 online assessment 的邮件邀请，不知道我能不能通过，希望有成功收 online assessment 的邮件邀请的童鞋能把 online assessment 的题目贴出来，求职路上分享精神很重要。

我这里把 Open Question 贴出来，大家先准备好再去网申吧，建议英文回答：

*Please describe why you have chosen to apply to UBS

*Why did you choose the specific business area to which you have applied? Why do you think you will succeed in this area?

*Describe the achievement of which you are most proud.

*Please provide details relating to your hobbies, activities and interests. Also include any additional information you think is relevant to your application, including positions of responsibility, membership of any student or other organizations, travel experience or scholarships.


*You may exclude any hobbies or activities that indirectly or directly disclose race, color, religion, gender, national origin or any other protected classification.

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期待已久了，刚看到瑞银 2010 校园招聘信息，以为金融危机瑞银不招了呢，看来中国市场是各大投行的必争之地啊，我赶紧申请了先，这里把我申请的整个流程分享给大家，积攒人品

打开瑞银的官方网站职位申请地址，由于瑞银的网站是在国外，所以大家如果用学校教育网上的话，会比较慢，建议到网吧等公共网络去上，我就是在网吧申请的，之前申请巴克莱积累的经验，呵呵，

言归正传，瑞银的职位信息页面如图所示：

<input type="checkbox"/>		Title	Location	City	Business Divisions	Business Area	Field of Work	Application Deadline
<input type="checkbox"/>		2010 Graduate Program FICC Debt Capital Markets - Hong Kong	Hong Kong	Hong Kong	Investment Bank	Fixed Income and Money Markets, Currencies and Commodities	Debt Capital Markets	25-Oct-2009
<input type="checkbox"/>		2010 Graduate Program FICC Research - Hong Kong	Hong Kong	Hong Kong	Investment Bank	Fixed Income and Money Markets, Currencies and Commodities	Research/Analysis - Fixed Income, Currencies and Commodities	25-Oct-2009
<input type="checkbox"/>		2010 Graduate Program UBS FICC Sales & Trading - Beijing	China	Beijing	Investment Bank	Fixed Income and Money Markets, Currencies and Commodities	Sales - Fixed Income, Currencies and Commodities, Trading - Fixed Income, Currencies and Commodities	25-Oct-2009
<input type="checkbox"/>		2010 Graduate Program UBS Securities Debt Capital Markets - Beijing	China	Beijing	Investment Bank	Fixed Income and Money Markets, Currencies and Commodities	Debt Capital Markets	25-Oct-2009
<input type="checkbox"/>		2010 Graduate Program UBS Securities IBD - China	China	Beijing, Shanghai	Investment Bank	Investment Banking Department	Investment Banking Department	25-Oct-2009
<input type="checkbox"/>		2010 Intern Program FICC Debt Capital Markets - Hong Kong	Hong Kong	Hong Kong	Investment Bank	Fixed Income and Money Markets, Currencies and Commodities	Debt Capital Markets	29-Nov-2009
<input type="checkbox"/>		2010 Intern Program UBS Securities FICC Sales & Trading - Beijing	China	Beijing	Investment Bank	Fixed Income and Money Markets, Currencies and Commodities	Sales - Fixed Income, Currencies and Commodities, Trading - Fixed Income, Currencies and Commodities	29-Nov-2009
<input type="checkbox"/>		2010 Intern Program UBS Securities IBD - China	China	Beijing, Shanghai	Investment Bank	Investment Banking Department	Investment Banking Department	29-Nov-2009

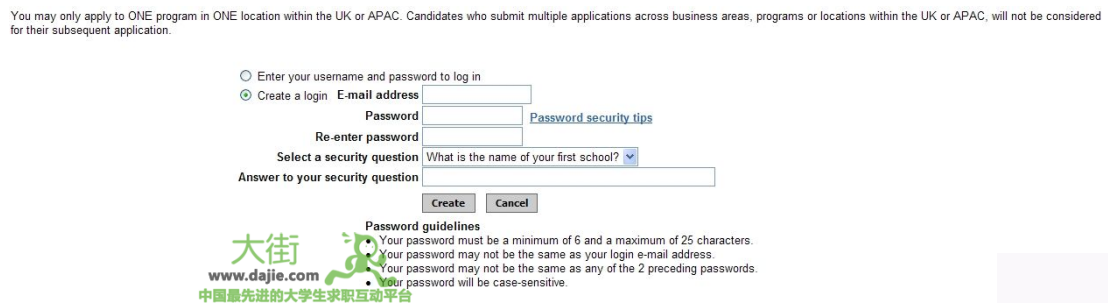
选中要申请的职位前面的复选框（只能选择一个职位申请），我选择的是下面这个职位：

2010 Graduate Program UBS Securities IBD - China	China	Beijing, Shanghai	Investment Bank	Investment Banking Department	Investment Banking Department	25-Oct-2009
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选中职位后，点击页面底部的“Apply now”按钮，会打开新窗口到登录页面，如下图所示：



当然，第一次访问的话，我们都没有帐号的，应该先选“Create a login”来创建登录帐号，点击“agree”按钮同意注册协议之后，就进入填写用户名及密码的页面，如下图所示：



注意上面提示的注册帐号的密码提示，这里我帮它家翻译说明下：

Password guidelines

Your password must be a minimum of 6 and a maximum of 25 characters. (密码必须介于6到25个字符之间，最少6个字符，最大25个字符) Your password may not be the same as your login e-mail address. (不能使用注册Email地址作为密码) Your password may not be the same as any of the 2 preceding passwords. (这句是啥意思，哈哈，明白的人回帖说明一下哈) Your password will be case-sensitive. (密码区分大小写)

按照提示输入 Email 地址、密码及提示问题答案，点击“creat”按钮即可创建帐号，然后进入填写“Personal Details”（个人信息）页面，如下图所示：

Progress bar: Personal Details (selected), Education, Languages and Skills, Work Experience, Additional Information

Please fill out your contact information below.

*First name *Last name

If your legal name (as indicated on your identity documents) is different from that entered above, please indicate your legal name below.

Legal First Name Legal Last Name


*Contact e-mail address Other e-mail address

Please provide the primary address to be used for all UBS correspondence.

*Address line 1 Address line 2 *Country

*City *State/Region/Province Zip/Postal code

*Home phone Other / Mobile Phone



按照提示把相关信息填写好后，然后点击页面下面的“Next”按钮，保存之后进入选择“Work Permit(工作许可)”及“Business Area 及 Location(工作部门及工作地点)”的选项页，如下图所示：

Progress bar: Personal Details, Education (selected), Languages and Skills, Work Experience, Additional Information

Please answer the following questions

*Will you require a work permit or sponsorship for employment visa status in the country you have applied to?

NOTE: Applicants to Australia and New Zealand should have permanent residency, citizenship or hold an appropriate work visa.

Second Choice of Business Area and Location

Please select your second choice of business area and/or location (optional). Please be aware you will primarily be considered for your first business area and location choice. If your skills and profile better fit our requirements for opportunities indicated by your second choice, then our Recruitment Team will contact you directly. Please note that not all programs are available in all locations and relevant language skills and proof of eligibility to work may be required for some locations.

Business Area Location

* Indicates a mandatory field



按照提示选择相关信息，然后点击页面底部的“Next”按钮，保存之后进入“Education（教育背景）”的填写页面，如下图所示：



Please answer the following questions

*Which university did you attend/are you currently attending?

Select one [dropdown menu]

If your university does not appear in the above list, please select 'Other University' and complete the University name in the box below

Other University

[text input box]

*University start date

[date dropdowns]

*Actual or expected course completion date

[date dropdowns]

*Degree Type

Select one [dropdown menu]

*Main Discipline / Subject / Major

Select one [dropdown menu]

Other Major

[text input box]

*Final result / grade / GPA

[text input box]

*Please indicate whether result is actual or predicted

Select one [dropdown menu]

*Do you have additional university education to add?



根据你自己的信息填写吧，填写完毕之后，还是点击“Next”按钮，保存之后进入教育背景中的第二专业的填写，这个应该不是必填项，如下图所示：



If you are planning any further studies, please provide details below.

Course discipline / subject

[text input box]

Degree Type

Select one [dropdown menu]

From Date

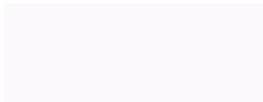
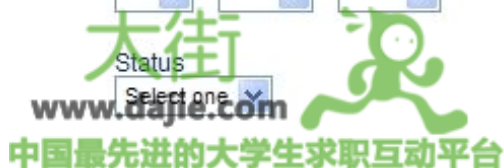
[date dropdowns]

To Date

[date dropdowns]

Status

Select one [dropdown menu]



按照提示填写，当然，如果没有，也可以直接点击“Next”按钮保存，进入填写教育背景中的 High School（高中）的情况，这个必须至少填一个（这个其实有点雷人的），如下图所示：

Personal Details Education Languages and Skills Work Experience Additional Information

Please provide full details of your High School education:

School	Subject	Examination	If Other Exam	Grade
<input type="text"/>	<input type="text"/>	Select one	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select one	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select one	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select one	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select one	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select one	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select one	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select one	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select one	<input type="text"/>	<input type="text"/>

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按照提示输入你的高中信息，然后点击“Next”按钮，进入“Languages and Skills（语言及 IT 技能）”页面，如下图所示：

Personal Details Education Languages and Skills Work Experience Additional Information

Please answer the following question

*First Language
Select one

Please select other fluent languages

	Reading	Writing	Speaking
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chinese (Cantonese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chinese (Mandarin)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chinese (Other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indonesian (Bahasa)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Japanese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Korean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urdu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If 'other' language please specify

Please answer the following questions, hold the CTRL or Apple key to make multiple selections.

Please select all languages you can speak at a conversational level

English
German

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这个是语言技能页面，按照提示输入你的信息，点击“Next”按钮进入 IT 技能向的选择，如下图所示：



里面的 IT 技能包括 word 的字处理、ppt、excel 还有其他的一些 it 技能，大家可以根据自己的实际情况选择，level 嘛建议都选择 Advanced，然后点击“Next”按钮进入“Work Experience（工作经验、实习经验）”填写页面，如下图所示：



按照你的情况填写好后，点击“next”按钮，即进入“Additional Information”（其他信息，就是 Open Question 啦）页面，它家的 Open Question 题目为：

Please answer the following questions

- *Please describe why you have chosen to apply to UBS
- *Why did you choose the specific business area to which you have applied? Why do you think you will succeed in this area?
- *Describe the achievement of which you are most proud.

Please provide details relating to your hobbies, activities and interests. Also include any additional information you think is relevant to your application, including positions of responsibility, membership of any student or other organizations, travel experience or scholarships.

You may exclude any hobbies or activities that indirectly or directly disclose race, color, religion, gender, national origin or any other protected classification.

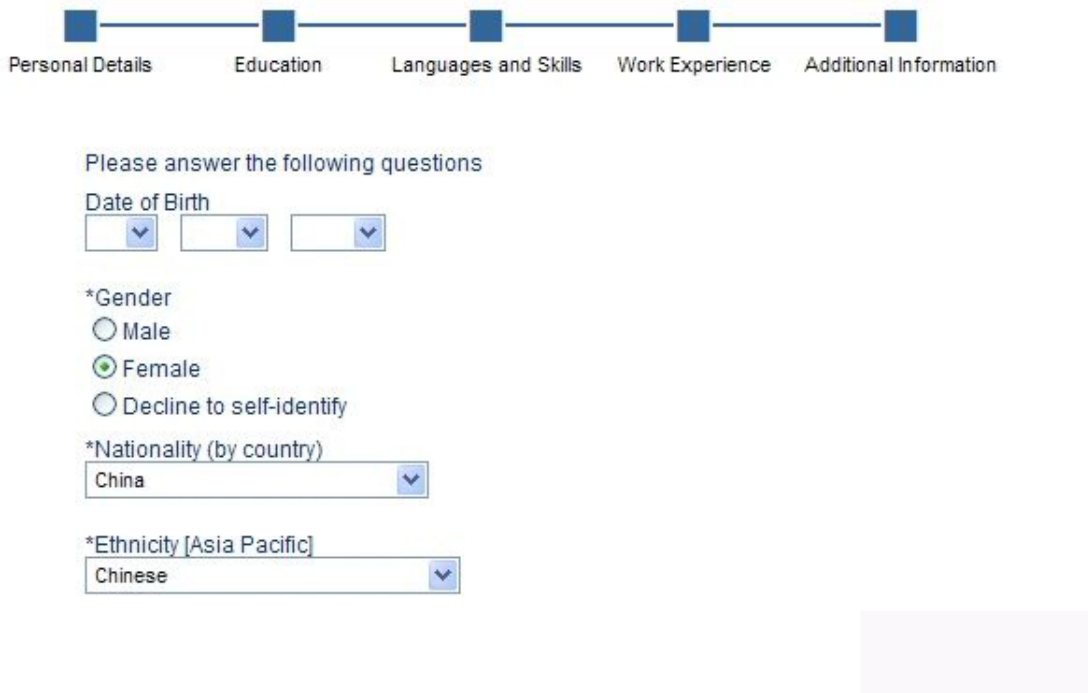
填写好 open question 答案后，点击“next”按钮即进入上传 CV/Resume（上传英文简历），上传的文件格式只支持 word 和 pdf 格式，上传好之后，会有预览的页面，然后点击“next”按钮即进入上传其他额外文件页面，这里的额外文件是你认为对于你申请 UBS 有利的文件，

我的理解是“获奖证书”啊，“技能证书”之类的，最大可上传4个文件，如下图所示：



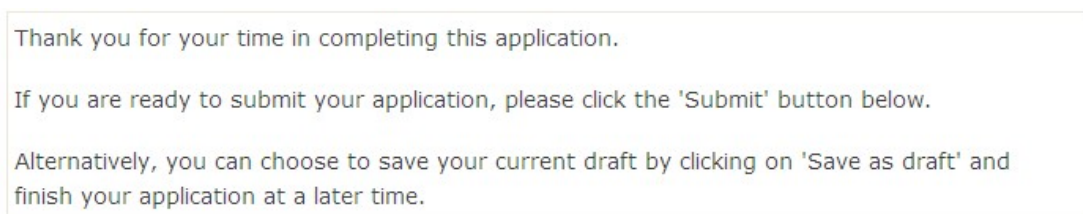
The screenshot shows a progress bar at the top with five steps: Personal Details, Education, Languages and Skills, Work Experience, and Additional Information. Below the progress bar, there is a text prompt: "Please attach any additional documents you think are relevant to your application. You can attach a maximum of 4 files." Two file input fields are visible: "File 1:" with the path "C:\Documents and Settings\桌面\cet6.jpg" and "File 2:" with the path "C:\Documents and Settings\桌面\it.jpg". Each field has a "浏览..." (Browse...) button. Below the fields are "Upload" and "Attach more files" buttons. A watermark for "www.dajie.com" is present in the background.

然后点击 upload 按钮上传，然后再点击“Next”按钮进入下一个页面，系统对你的个人信息做个小调查，首先确认你所在国家的页面，大家选择“China”即可，然后点击“next”按钮进入填写你的出生日期、性别、籍贯等个人信息，如下图所示：



The screenshot shows a progress bar with five steps: Personal Details, Education, Languages and Skills, Work Experience, and Additional Information. Below the progress bar, there is a text prompt: "Please answer the following questions". The form includes several fields: "Date of Birth" with three dropdown menus; "*Gender" with radio buttons for "Male", "Female" (selected), and "Decline to self-identify"; "*Nationality (by country)" with a dropdown menu showing "China"; and "*Ethnicity [Asia Pacific]" with a dropdown menu showing "Chinese". A watermark for "www.dajie.com" is present in the background.

最后进入信息确认提交页面，提示信息如下：



The screenshot shows a confirmation message in a light green box. The text reads: "Thank you for your time in completing this application. If you are ready to submit your application, please click the 'Submit' button below. Alternatively, you can choose to save your current draft by clicking on 'Save as draft' and finish your application at a later time."

确认信息无误，然后点击页面下部的“Submit”按钮，即可完成申请，提交后的信息提示如下：

Thank you for your application to UBS. Please see below for next steps in your particular location:

Australia & New Zealand: All applicants will be contacted by our local Campus Recruiting team after the application deadline.

Asia & Japan: All applicants will receive within the next 24 hours an invitation, via email, with instructions to access and complete an online assessment to support your application.

Please note you may only submit ONE application per academic year. Additional applications will not be considered.

网上申请步骤算是走完了，能不能在 24 小时收到在线测试就看我能不能通过网申筛选了，祝福自己，呵呵，也祝福大家能通过网申筛选

ps:点击 submit 提交后，你注册时填写的 email 应该能收到 “Your candidate reference number – UBS. ” 的邮件，这个只是提交申请成功后的确认邮件，还不是 online assessment 的邮件，按照系统的提示，通过网申筛选的在 24 小时应该能收到 online assessment 的邮件哦，期待我能收到。

Your candidate reference number – UBS 的邮件内容如下：

Thank you ** ***** for your interest in UBS.

You have successfully submitted your application for the following position:

2010 Graduate Program UBS Securities IBD – China 49688BR

Please make note of your personal candidate reference number: 828322. This may be necessary for future correspondence.

The Campus Recruitment Team will review your application and advise you of next steps in due course. Please note you may only apply to ONE position in ONE location within the UK or APAC per academic year – additional applications will not be considered.

To find out more about what it means to work for UBS please visit our website at: www.ubs.com/graduates. It starts with you.

This is an automated response – please do NOT reply.