Campus Student Registration Guidebook
Registration

Link - https://jobs3.netmedia1.com/cp/faces/job_search

Click on 'Register New Account'
Contd..

Password: Minimum 8 character, 1 numerical and 1 special Character

Personal email id
Registration Contd...

* Second security question

* Answer

Important legal information/Data Protection

The information you have provided will be added to IBM's Applicant Registration Database to create an ID and password so you can create a job application to International Business Machines Corporation (1 New Orchard Road, Armonk, NY 10504, United States) or one of its subsidiaries (collectively, IBM group). Such information will be accessed by the technical staff maintaining or managing access and registration rights. If you decide not to register you will not be able to use this tool to submit or manage your employment application. If you are applying to a particular job opening, the data controller/holder of your application information will be your potential employer in the IBM group and your information will be provided in accordance with local law applicable to your potential employer. If you are submitting your application for any open current or future positions, the holder of your information will be International Business Machines Corporation until your information is submitted to your potential employer for a particular opening. Please note that International Business Machines Corporation is a US Corporation and while being the data holder of your information it will be protected in accordance with US Law. If you wish to obtain additional contact details regarding your data controller/holder want a copy of your registration information or if you become aware that the information is incorrect and you would like us to correct it or delete it, contact us. By registering, you acknowledge and approve that your registration information may be processed by any IBM subsidiary for the purpose of evaluating your application for employment and performing any related activities. By registering, you also acknowledge and approve that your registration information may be stored and processed on the data controller/holder's servers or the servers of the authorized IBM group or third party service providers anywhere in the world. If your Information holder is a potential employer in the IBM group, for the purpose of evaluating your application for employment and performing any related activities, by registering you also acknowledge and approve that your registration information may be transferred from the country where the potential employer is located to any other country where other IBM subsidiaries are located and that such transfer may take place even where the target country’s legislation does not provide the equivalent level of personal data protection as that in force in the country where the potential employer is located. A list of IBM subsidiaries is available at: http://www.ibm.com/planetwide. You are further advised that, depending on your jurisdiction and in accordance with applicable law, your ID and password will be deleted either six months or twelve months from the time your application process concludes or the last time you had access to this tool.

Go through the Information and then click on 'Register'.
Contd..

Key in the requisition id mentioned in the Email

Position type - Entry level
Click on the Job Title Link. After you key in the appropriate Requisition id mentioned in the Email id, the Job Title would show up as 'Technical Operations Analyst'.
Go through the Job Description and the click on Apply
Application

Fields marked in (*) and the ones inside the red box are mandatory in nature.

Application

Fields marked with (*) have to be filled.

Please read all instructions for each section and fill in as instructed. All fields are to be filled completely and accurately.

Apply with LinkedIn
Apply with Facebook

Application for
30-Aug-2013

Technical Operations Analyst

Personal details

* Title
* First name
Middle name(s)
* Last name
* Do you have a passport?
  - Yes
  - No
* Correspondence language
  - English

If you don’t have a last name, put a ‘.’(dot)

Correspondence language has to be English.
Application Contd...

Correspondence address
- Contact Address
- City
- State / province / county
- Postcode/zip code
- Country

Home address (if different from above)
Home address
- City
- State / province / county
- Postcode/zip code
- Country

Contact details
- E-mail address
- Preferred contact phone
- Business phone (if contactable during business hours)
- Mobile phone

Permanent Address
Temporary Address
Primary contact Number
(Kindly share the number which is shared with IBM by your college)

Personal Email id
(Kindly share the email id which is shared with IBM by your college)
Alternate contact number
Application contd…

Do not upload the CV. Instead upload your passport size color photograph in JPEG format only.

Enter your Full name

For certain position types, further education information may be requested of you on another page of the application.
<table>
<thead>
<tr>
<th><strong>Education summary</strong></th>
</tr>
</thead>
</table>

For certain position types, further education information may be requested of you on another page of the application.

* Highest qualification level achieved: Pre-University qualification
  Subject:

If other, please specify:

**Highest qualification level in progress:** Bachelor's Degree

**Expected completion date:**
- Day
- Month
- Year

**Years of education completed:**
Contd..

Professional experience

Example

* LATEST CURRENT EMPLOYER
* DATE AVAILABLE TO START
* AREA OF INTEREST
* CURRENT JOB TITLE
* TOTAL WORK EXPERIENCE
* WORK EXPERIENCE RELEVANT FOR POSITION TO WHICH YOU APPLIED
* CURRENT INDUSTRY(S)

(Maximum of 2000 characters allowed)

Day Month Year

0 years
0 years

Aerospace and defense
Automotive
Banking
Chemicals and petroleum
Construction

Information and Technology Service
For people with work experience—Designation
Not Applicable
Not Applicable
Not Applicable

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Contd..

<table>
<thead>
<tr>
<th>Qualifications</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Language qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBM is a Global Organisation and as such may require a certain level of proficiency in English. Please specify your overall level (written and spoken):</td>
</tr>
<tr>
<td>* English</td>
</tr>
<tr>
<td>Please identify other written and spoken language skills that you may have in the fields below and indicate your skill level.</td>
</tr>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other job relevant information</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Country applying to</td>
</tr>
<tr>
<td>India</td>
</tr>
</tbody>
</table>
Please select the appropriate response 'yes' or 'No'

Kindly ensure that you are able to support your previous relevant work experience claim with relevant documents

Do not mention internship experience
Contd..

* If offered a position, are you willing to consent to background checks, including: Employee background checks, criminal background checks, Health/Drug Checks and any other background information that may be required by the IBM.

  Yes ☐ No

* Concealing or misrepresentation of information in the resume/job application could lead to your termination or a withdrawal of an offer from company service without any notice period. Do you agree that the information provided in the application and CV is correct?

  Yes ☐ No

  • I confirm that the information provided by me in this application form is complete and accurate.
  • I understand that if any information provided by me with respect to my application for employment is found to be untrue, inaccurate or misleading, IBM INDIA may withdraw any offer of employment made to me or terminate my employment (if I have already joined IBM India) without notice.
  • I understand that all the details provided in this application are subject to verification.
  • I hereby authorize IBM India Private Limited and its representative (including reference check agencies/third party vendors) to verify information provided in my application for employment and to conduct enquiries as deemed necessary by the company.
  • I authorize all persons who have information regarding my education, employment, and all other details provided in this form, to disclose it to IBM or its representative.

Once done, click on next

Next

Save as draft

New search

© 2014 IBM Corporation
For Candidates with Work Experience…

Dates should match the employment documents
For Candidates with Work Experience…
For Candidates with No Work experience...

Application

Additionally include your last 3 employers (if applicable) even if your total service exceeds 5 years in the last 1 or 2 companies. Please include information of Self Employment within the same period.

**Professional experience**

- Do you have previous employment experience?  
  - Yes  
  - No

Click “No” if no work experience

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You have left the IBM Website. IBM makes no representations regarding any other Website which you may access through this one. Server performance, response times and similar registration activities are solely the responsibility of netMEDIA and not IBM.
**Education Details Contd..**

<table>
<thead>
<tr>
<th><strong>Formal Education</strong></th>
<th><strong>Post graduation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country of the university</strong></td>
<td><strong>Country of the university</strong></td>
</tr>
<tr>
<td><strong>Degree title</strong></td>
<td><strong>Degree title</strong></td>
</tr>
<tr>
<td><strong>Discipline</strong></td>
<td><strong>Discipline</strong></td>
</tr>
<tr>
<td><strong>University/college</strong></td>
<td><strong>University/college</strong></td>
</tr>
<tr>
<td><strong>Additional information</strong></td>
<td><strong>Additional information</strong></td>
</tr>
</tbody>
</table>

*Not to be filled*
Contd..

- Course Start Date and End date e.g. 06/09 to 06/15
- Discipline: Engineering
- Final %: Aggregate Percentage. For Example 65%
- Degree Title: Degree name with Specialization e.g.: BE-Information Technology
- If the College or University Name doesn't appear in the drop down, then put the missing terms in the others tab. It is a Mandatory field
- Degree: Information Technology
- If Other, please specify: 
- No. of Semesters: Till date
- Country of the university
**Contd..**

- **Course Start Date and End date e.g. 06/12 to 06/15**
- **Discipline-other science**
- **Final %-Aggregate Percentage. For Example: 65%**
- **Degree Title-PUC Science**
- **No. of Semesters-1**

If the College or University Name does not appear in the drop down, then put the missing terms in the 'others' tab. It is a Mandatory field.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Start Date and End</td>
<td>Date e.g. 06/12 to 06/15</td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Discipline</td>
<td>Other science</td>
</tr>
<tr>
<td>Aggregate Percentage</td>
<td></td>
</tr>
<tr>
<td>Degree</td>
<td>SSLC</td>
</tr>
<tr>
<td>No. of Semesters</td>
<td>1</td>
</tr>
<tr>
<td>Mention the reason and the</td>
<td>Duration of the Gap</td>
</tr>
<tr>
<td>duration of the Gap</td>
<td></td>
</tr>
<tr>
<td>Any gaps in education</td>
<td></td>
</tr>
</tbody>
</table>
### Professional/private training courses

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year</td>
<td>Month/Year</td>
</tr>
</tbody>
</table>

- Name and location of training institution
- Graduation

Add another entry

### Professional Experience / Practical Training

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year</td>
<td>Month/Year</td>
</tr>
</tbody>
</table>

- Name and location of company
- Type of Employment (function)
- URL

Add another entry

**Other qualifications/skills (e.g. programming knowledge)**

...
Contd..

Non-professional activities

International Business Machines Corporation (1 New Orchard Road, Armonk, NY 10504, United States) and its subsidiaries (together IBM group) are mainly in the information technology business, including the supply and resale of hardware and software products and related services, outsourcing, consulting and financing services as well as activities related to each of the foregoing.

Important legal information/Data Protection/Use of data

The information provided in your employment application will be stored in the IBM Candidate Application Database to process your application and to perform any related activities (including surveying and research activities to improve IBM’s recruiting processes) and/or to enable your profile to be considered for future job openings. Your information will be accessed by IBM internal staff.

I agree to the processing of my personal data and other information as described above and confirm that the information provided is correct.

Once done, click next

Next  Save as draft  Back
Contd..

**Jobs at IBM**

**Application**

Fields marked with (*) have to be filled.

**Equal opportunity monitoring information**

- **Date of Birth**
  - Day
  - Month
  - Year

- **Gender**

- **Do you have a disability?**

**Important legal information/Data Protection/Use of data**

*Please note that providing any information in the above section is voluntary.* Any information which you have provided on this page will be collected to ensure that the data controller/holder complies with its internal equal opportunity policies. We will process this information, as described, and will comply with local legal requirements applicable to this type of information, which may include establishing additional security measures.

*I acknowledge that some of the above information may qualify in my country as special categories of data or sensitive data and that the data controller/holder of my information will process such information for the purpose described above and will comply with applicable local legal requirements, which may include establishing additional security measures and agree to the processing of my information, including any special categories of data or sensitive data, as described above.*

**Submit application**

Once done registering, click on Submit Application.

To be checked

Attempt if applicable
NOTE: Please ensure your application status should be in APPLIED, status. If in Draft status as shown below, kindly follow the below step to re-submit.

If your profile status is in Draft, please click on Submit it, we take you through main page.
Thank You