BASF
We create chemistry

Video-Interview

Guideline for Applicants

Inhalt

What you need in order to participate in a Video Interview

BASF video interviews take place on the WebEx platform. You do not need to install any software for the interview. However, the following requirements should be met:

PC with internet connection and web browser (e.g. Internet Explorer), alternatively a smartphone or tablet computer

If you use your PC for the interview (recommended), you may be asked by your web browser to install an add-on as you dial-in. Please confirm this request and your browser should start WebEx within a few seconds.

If you would like to use a tablet or a smartphone for the interview, you will be prompted to install the appropriate app as you dial-in. This is available free of charge for all common operating systems (Android and iPhone) and should be ready to use within a few seconds.

When deciding whether to use your smartphone, remember that it is more convenient for a relaxed audio and video transfer to use two different devices You can discuss your options in advance with your contact at Recruiting Services

Telephone

For other video chat services, such as Skype, video and audio communication is carried out through the PC. In order to be able to continue the interview, even during technical difficulties, BASF likes to use a parallel audio conference (audio transmission) in addition to WebEx (video transmission).

Webcam

Usually integrated into Notebooks

How to receive the dial-in information for the Video Interview

Your contact person has arranged a video interview time and date with you and scheduled an appointment on the WebEx platform. You should receive an automatically generated e-mail containing the dial-in information.

Hereby we confirm the date of your video interview on XX.XX.XXXX from XX:XX am until XX:XX am. (from XX:XX am until XX:XX am local time)

The interview will be conducted by Ms./Mr.

Link to the WebEx-Meeting:
https://webevent-basf.webex.com/webevent-basf/j.php?MTID=m3dc7d2a5dc404a82fafc7de5ab08fe2a

Important links for the preparation of your video interview:

guide - video interview:
https://www.basf.com/global/documents/en/career/Guide%20-%20Video-Interviews_Candidates_EN.pdf

system requirements:
https://www.webex.de/support/support-system-requirements.html

We look forward to meeting you in person soon.

If you have any questions, please do not hesitate to contact us.

Click on this link a few minutes before the interview. This will prompt the dial-in and installation of any required add-ons or apps (see chapter "What you need in order to participate in a video interview"). The "Meeting number" and the "Meeting password" are **not relevant** for you.

How to dial-in to the "virtual meeting room"

PC und Browser:

You have received an email containing the dial-in information for the interview. Please click on the stated link a few minutes before the scheduled appointment. You will automatically be forwarded to the web conference.

You can dial-in 5 minutes before the interview at the earliest and only if the host is already logged in. If you are ready earlier, you will be asked to wait. Click "Join" as soon as the function becomes available.

Enter your name and your email address if prompted and then click "Join".
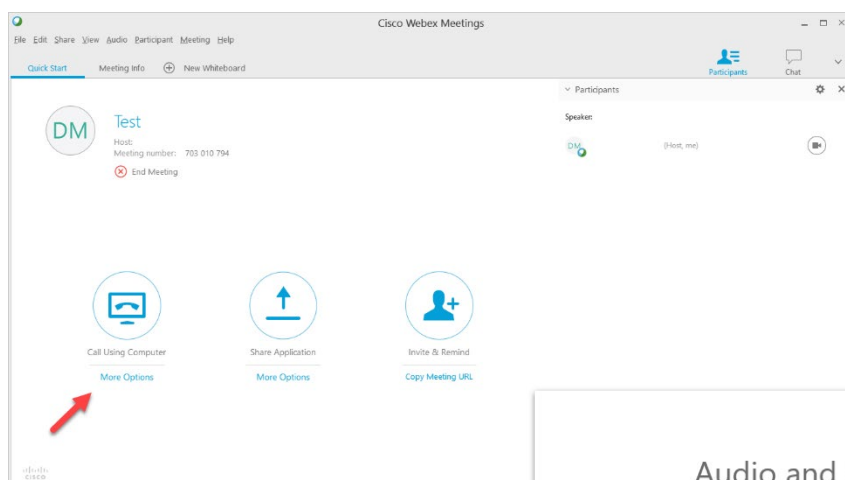
Call me

As soon as you have dialed-in through your browser and have "accessed the meeting room", use the "Call me" function to be called back automatically on your telephone.

The menu should open automatically. In the beginning, the menu for the automatic connection is often "grayed out". As soon as the WebEx meeting is established fully, you can access the menu.
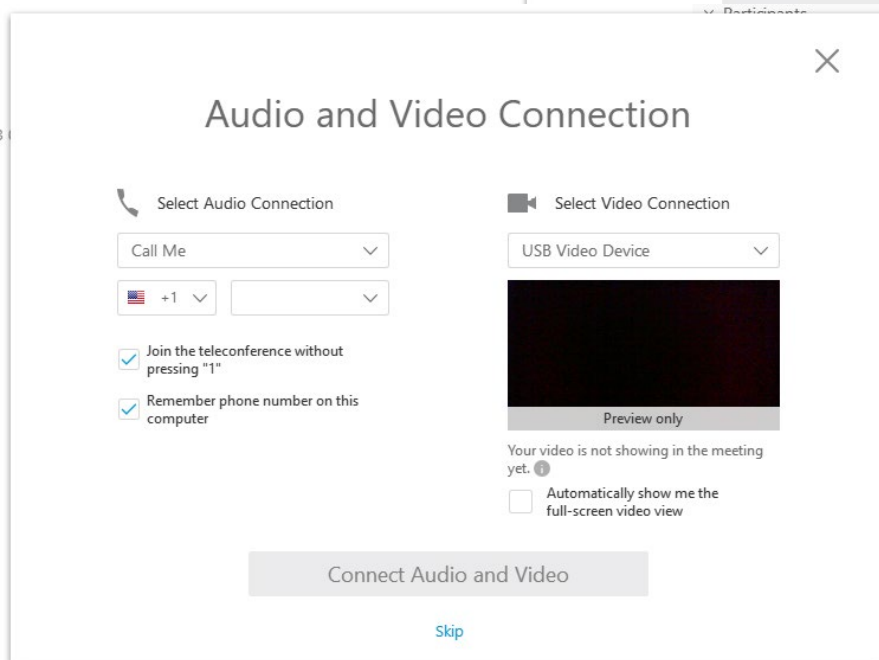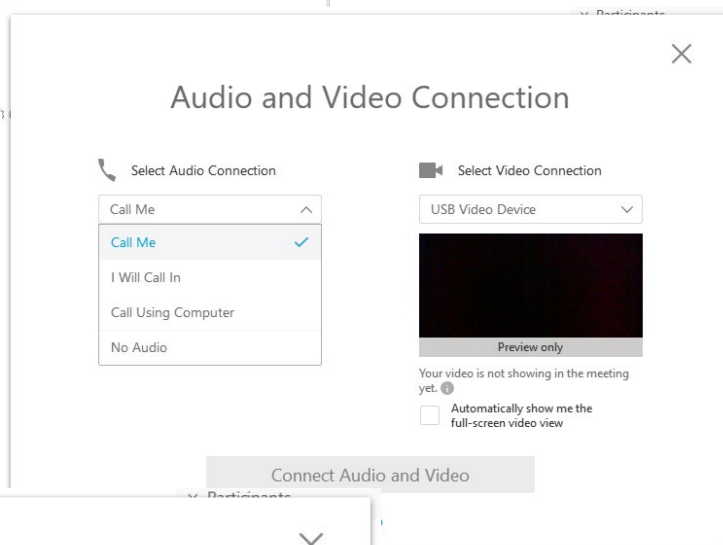
Select your country from the list and type in your phone number - you will be called automatically. Then follow the instructions of the computer voice.

When you have dialed into WebEx and are connected by telephone, you will be prompted automatically by the menu. During the dial-in, you will be asked whether you want to enter a "Security Pin". Please skip this step by pressing "*".

Please consider: Should the international area code of your country not be provided, please use one of the following options.

Call using computer
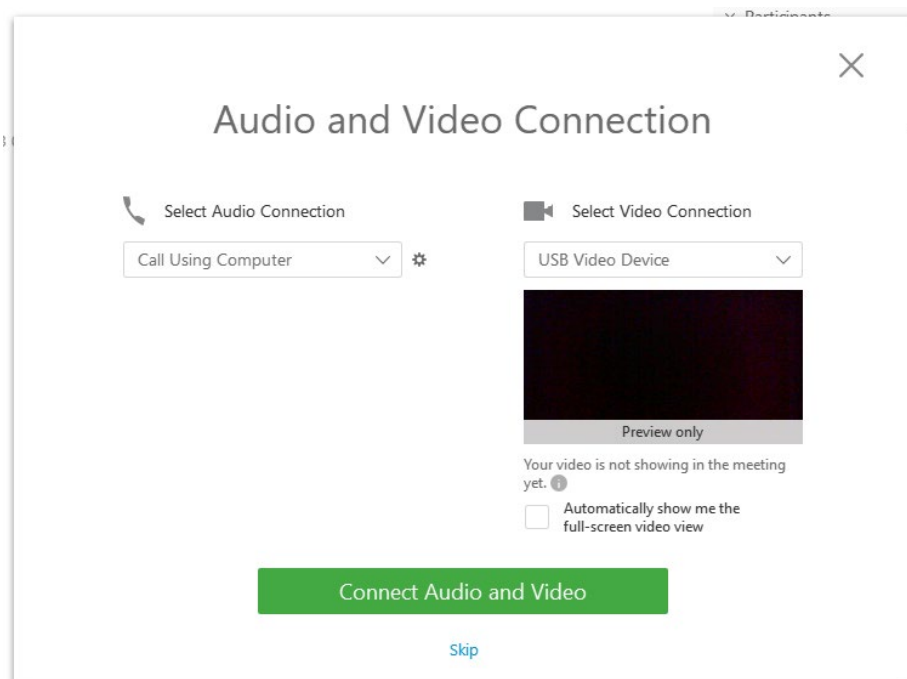
Select "Call using computer" and you are connected directly.

I will call in
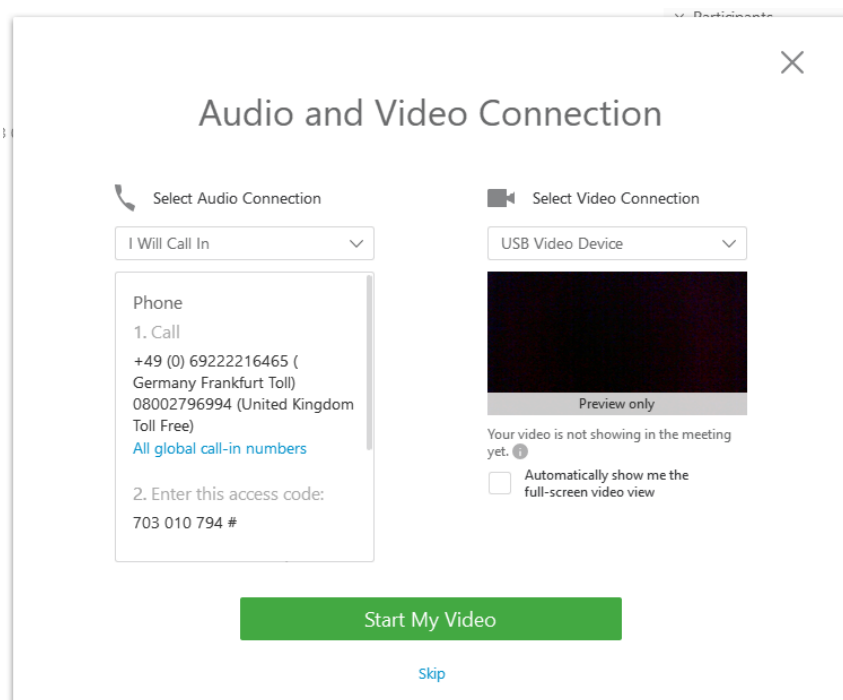
Select "I will call in" and call the local number.

You will be prompted automatically through the next steps.

First you need the access code.

While calling in you will be asked if you want to enter a "Security Pin". Please skip this step by pressing "*" .

If you dial in via Phone, it is important to synchronize the video and audio transfer. On the display on your phone #13# needs to be entered.
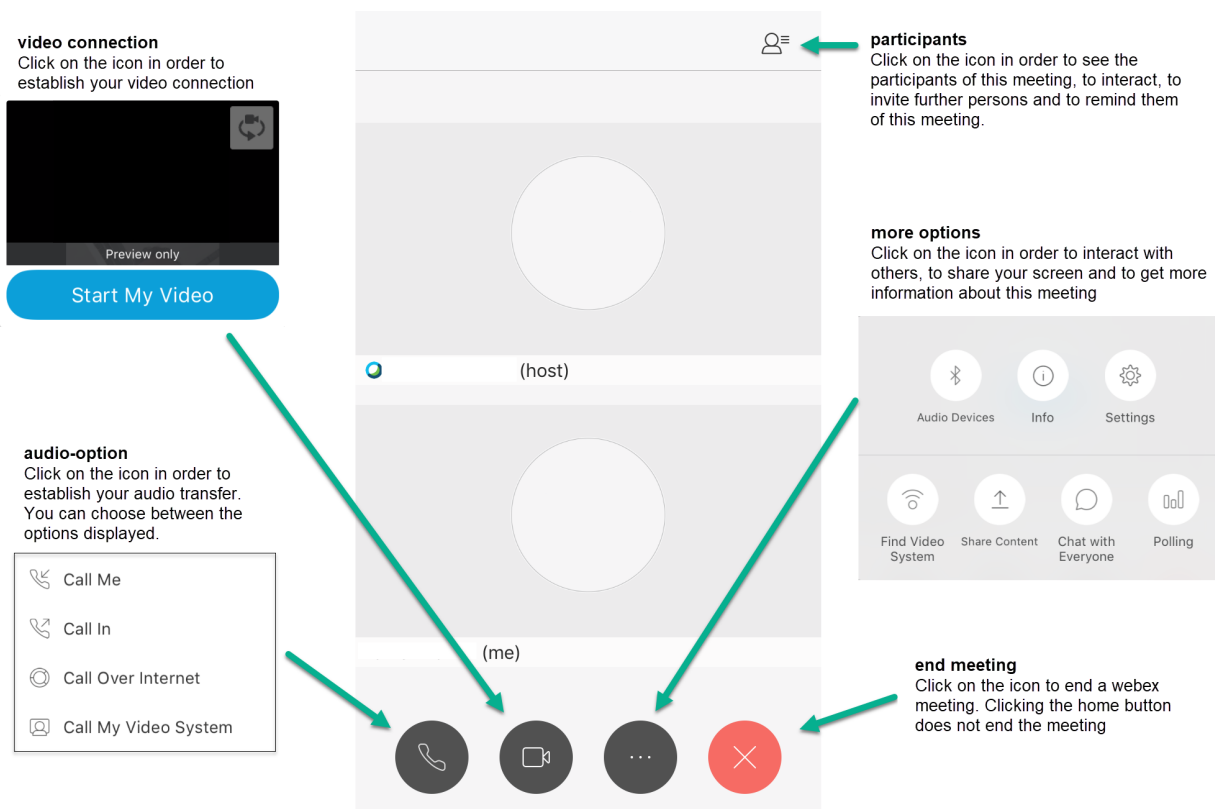
Please consider: You will not get a separate request to do so. After entering an audio and video transfer is synchronized.

IOS and Android:

If you want to use your Smartphone/Tablet for the interview, it is possible to download the WebEx App (free of charge for Apple / Android).

If you click on the link you will be automatically requested to install the app in case you have not done it already.

You can dial in 5 minutes before the interview at the earliest and only if the host is already logged in. If you are ready earlier, your will be asked to wait. Click on the link again and log in. Enter your name and Email address in case you are requested to do so and click "Join".

video connection
Click on the icon in order to establish your video connection

Preview only

Start My Video

participants
Click on the icon in order to see the participants of this meeting, to interact, to invite further persons and to remind them of this meeting.

more options
Click on the icon in order to interact with others, to share your screen and to get more information about this meeting

Audio Devices   Info   Settings

Find Video System   Share Content   Chat with Everyone   Polling

audio-option
Click on the icon in order to establish your audio transfer. You can choose between the options displayed.

Call Me

Call In

Call Over Internet

Call My Video System

(host)

(me)

end meeting
Click on the icon to end a webex meeting. Clicking the home button does not end the meeting

What is important in preparation for a video interview?

With the help of the following tips, you can prepare in a way to make a good impression in a video interview:

- Most of the things that you pay attention to for face-to-face interviews also apply to video interviews. Please take the same care of your professional appearance and prepare yourself properly.

- You may use a headset or a speaker phone for the call.

- The biggest difference to a personal conversation is that you will determine the location in which you will have the interview. Try to create a calm and appealing environment.

- There may be small delays in the audio and video transmission. Please remain calm in case that happens.

Why am I invited to a video interview although I only live a few kilometers away?

Some applicants may live nearby but others may need to travel quite a bit for the interview. It is important to us that all applicants are given the same level ground. This means: in order to be able to treat all applicants equally, we must offer the same interview conditions to all applicants.

Will the videos be recorded?

Data privacy is one of our priorities. Personal data will only be processed in compliance with the applicable data protection laws. As a principle, we do not record video interviews and video data is not stored.
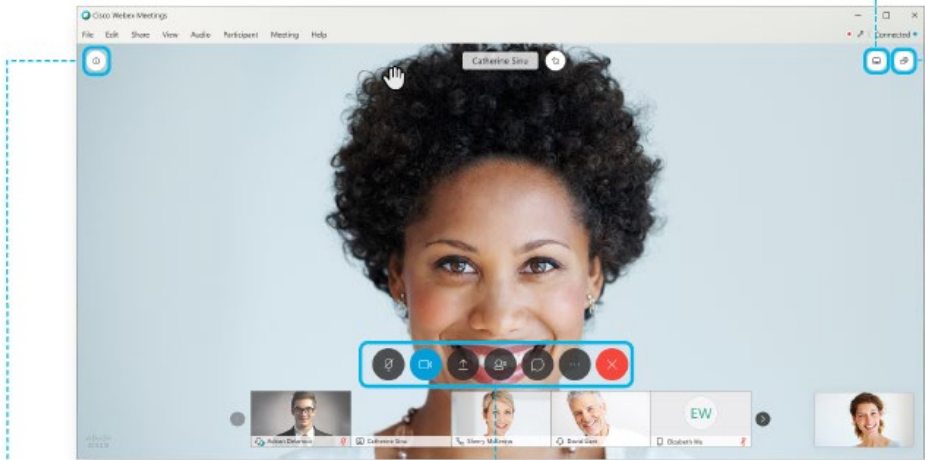
WebEx features

Centralized Meeting and Event Controls

Get easy access to all essential meeting controls in one place.

Annotations
Thumbnail View
Page Controls
Zoom Controls
Fit to Viewer

Target

Mute   Share   Chat   Leave

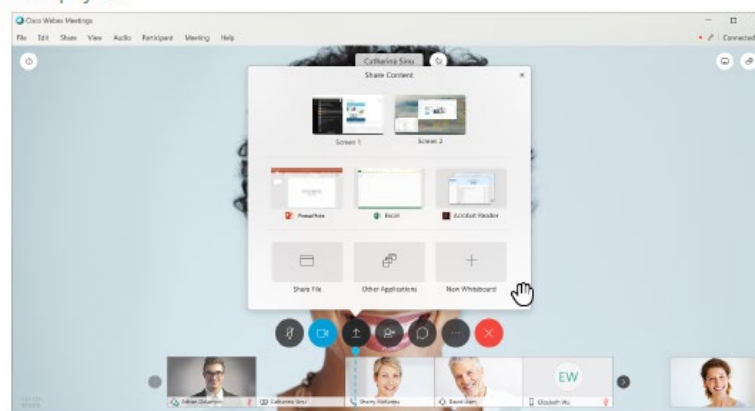Record   More Options

Start Video   Participants

Meetings
- Notes
- Lock Meeting
- Start Streaming to Facebook
- Invite and Remind
- Copy Meeting Link
- Audio Connection

Events
- Q&A
- Polling
- Multimedia Viewer
- Lock Event
- Invite and Remind
- Copy Event Link
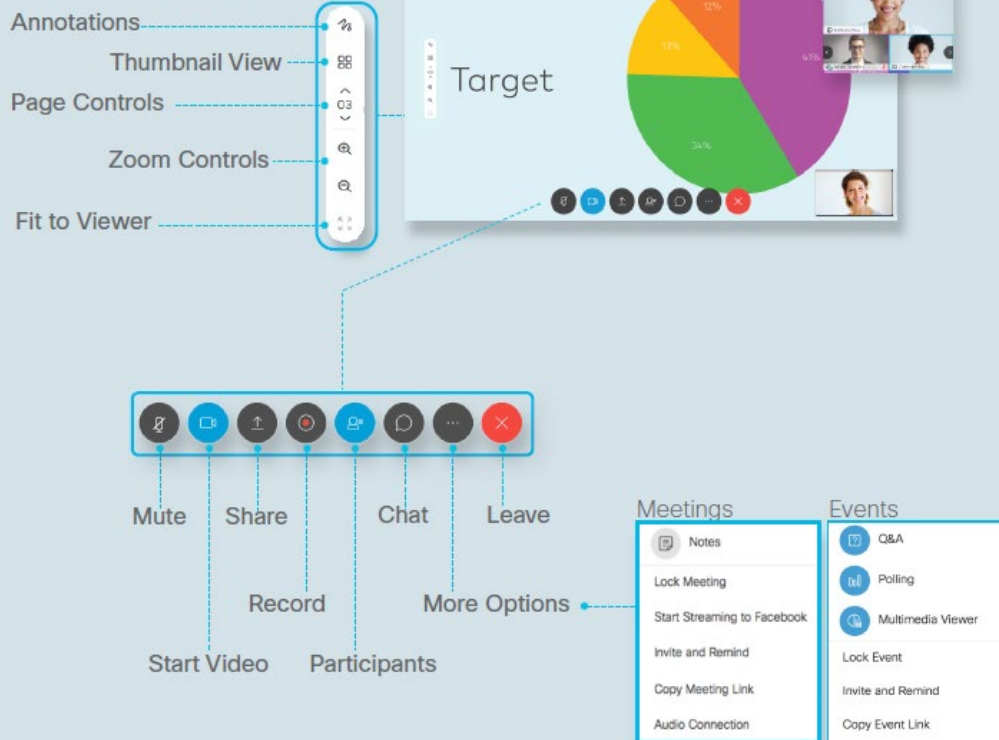
Sharing

The new sharing options show you thumbnails to help you find the content you want to share more quickly.

Choose **Share Content** to share one of your available screens or applications.

Video Only Layouts

New layouts let you control how you view your meeting.

click to switch layouts

Grid View
View up to 25 videos simultaneously.

Active Speaker Video View

Grid View

Active Speaker and Thumbnail View
Focus on who's talking, but still see up to 5 other participants.

Active Speaker and Thumbnail View

Video + Sharing Layouts

New sharing layouts let you choose how to view content.

Active Speaker and Thumbnail View
When someone starts sharing, the focus shifts to the shared content.

Target

Side-by-Side View
Keep all video views together next to the shared content.

Target

Target

Floating View
Move or resize panels to better see what's being shared.