

**Below you will find some useful information regarding our Career Portal, the registration and application process. You will learn what to do in case you forgot your password and what you can expect during the selection process.**

### **This is my first time here**

Welcome to MOL Group's online career portal.

1. Browsing our vacancies

You can browse our vacancies without registering on the site. If you would like to apply for a specific position, registration is required.

You can find our current vacancies under „Current jobs“. You can apply filters when searching for a vacancy, or if you do not set search criteria you will be able to see all advertised vacancies. You can view the details of the advertisement by opening it from the list.

If you found a position that suits you, you can apply for it by clicking „Apply“ in the top left corner of the screen. The application process is detailed in section 2.

2. Registration, CV upload

Click „Registration“ on the login screen, and enter a username and your email address. You will shortly receive the automatically generated password to your email address. Upon first login you must change this password. Please make sure to remember your email address and username, because in case you lost your password, one of them is required to generate a new password.

Important note: You can register only once from a specific email address.

After changing the automatically generated password you can enter the system, where you can record your data and browse our vacancies.

To be able to apply or register to our candidate pool, you must fill out the mandatory fields (marked by red asterix) as a minimum and upload at least one CV. Your profile is then considered complete.

It is generally recommended to use a properly complex and long password known only by you both for the registration process and for the email box you are applying with. In general the longer the password the stronger it is and similarly the more types of characters – lower case and capital letters, numbers, special characters - it includes, the safer it is considered. Furthermore we recommend you to avoid the use of words with a meaning in any languages.

3. Application

There are two types of applications. If you are interested in a specific position, you can apply for it directly. If you would like to enable all of our recruiters to access your data, you will need to release your profile, so we can contact you even if you have not applied for a specific job, but we find you suitable for it based on your profile.

### **I have already registered, but I forgot my password and/or username**

You can request a new password by clicking link „Password via email“ on the login screen. You will be required to enter the email address given upon previous registration. You will receive the new password to the given email address shortly. When logging in to the career portal you must change this automatically generated password sent by the system.

Your username is also included in the notification sent by the system. Because you do not have to give further details than your email address, we recommend you to register with a mailbox that you find secure enough and similarly we recommend you to use a properly strong password for your email address.

### **I could not register**

You can contact us regarding the system and registration at mobile phone +36-70-373-4702 or email address nkadar(at)mol.hu, where our colleague Nora Kadar is available Monday to Friday, 9am to 5pm CET to answer your questions.

### **I already applied... What is next?**

Our colleague receives your application. If you applied for a certain vacancy and based on your CV you are suitable for the position, you can expect feedback from our colleagues in one month from the due date of the application at the latest. Our HR colleague will let you know what the next steps of the selection process are.

You will be offered time slots to participate in an interview or in an assessment.

There are different selection techniques applied (assessments, interview with recruiter, manager etc.) based on the requirements of the position and the number of candidates.

It can happen that those candidates rejected at a certain stage of the process will only be notified when selection is closed for the position. The length of this period is very difficult to define. It can be different in case of different positions.

Thank you for expressing your interest in working for MOL Group and we wish you all the best with your application. We hope that you will find the most suitable position for yourself within our company.

MOL-Group HR organisation