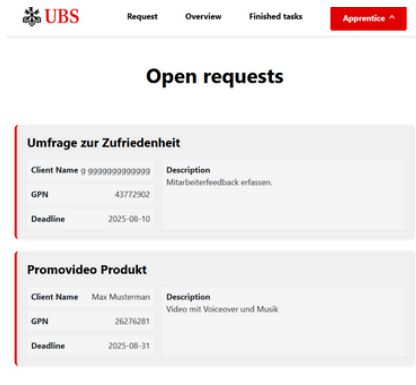


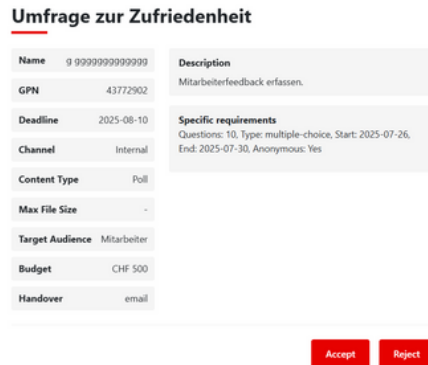
# HOW TO USE JUNIOR TALENT LAB AS AN APPRENTICE:



**Open requests**

**Umfrage zur Zufriedenheit**  
 Client Name: g 99999999999999  
 GPN: 43772902  
 Deadline: 2025-08-10  
 Description: Mitarbeiterfeedback erfassen.

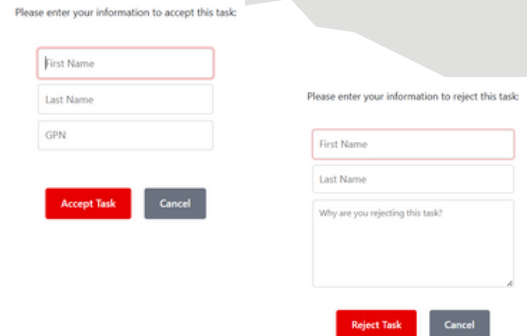
**Promovideo Produkt**  
 Client Name: Max Musterman  
 GPN: 26276281  
 Deadline: 2025-08-31  
 Description: Video mit Voiceover und Musik



**Umfrage zur Zufriedenheit**

Name	g 99999999999999	Description	Mitarbeiterfeedback erfassen.
GPN	43772902	Specific requirements	Questions: 10, Type: multiple-choice, Start: 2025-07-26, End: 2025-07-30, Anonymous: Yes
Deadline	2025-08-10		
Channel	Internal		
Content Type	Poll		
Max File Size	-		
Target Audience	Mitarbeiter		
Budget	CHF 500		
Handover	email		

**Accept** **Reject**



Please enter your information to accept this task:

First Name  
Last Name  
GPN

**Accept Task** **Cancel**

Please enter your information to reject this task:

First Name  
Last Name  
Why are you rejecting this task?

**Reject Task** **Cancel**

## 1. Discover Tasks

Go to the "Request" tab to find open tasks from UBS employees. Each card displays a title, client name, GPN, deadline, and description preview. Click on a task to see full details including content type, file size, budget, handover method, and specific requirements.

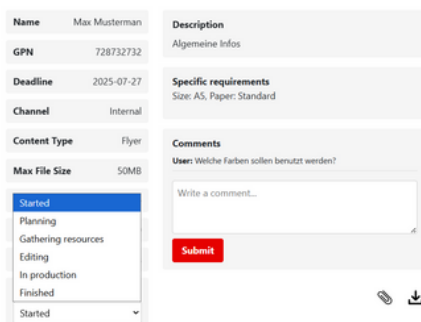
## 2. Review the Task Details

In the detailed view, you can scroll through the task's description and requirements. You can also download the attachment and the task by clicking on the download button. Check if the deadline, content type, and budget match your capabilities. Use the "Accept" or "Reject" button after reading everything carefully.

## 3. Accept or Reject a Task

Click "Accept" to take on a task. A popup asks for your first name, last name, and GPN. Click "Reject" if you cannot complete the task. In this case, you must briefly state your reason for rejection in the provided field.

### Flyer Task

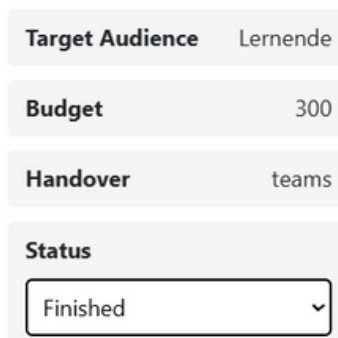


**Name** Max Musterman  
**GPN** 728732732  
**Deadline** 2025-07-27  
**Channel** Internal  
**Content Type** Flyer  
**Max File Size** 50MB

**Description** Allgemeine Infos

**Specific requirements** Size: A5, Paper: Standard

**Comments**  
User: Welche Farben sollen benutzt werden?  
Write a comment...  
**Submit**



**Target Audience** Lernende

**Budget** 300

**Handover** teams

**Status** Finished

## 4. Track Tasks in the Overview Tab

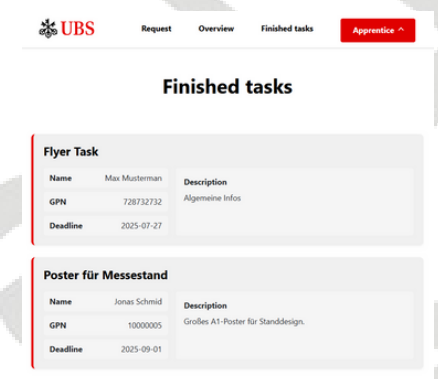
All active tasks you've accepted will appear on your Overview page. You can view the task info, add comments, upload work, and update the status (e.g., "Started", "Editing", "Finished"). Use the dropdown to change status as your work progresses. If the status of the task has been changed, the employee will be automatically notified of your progress.

## 5. Submit Completed Work

Once you're done, change the status to "Finished" and leave a comment if needed. The task will automatically move to the "Finished Tasks" section and an automatic email will be sent to the employee. This helps employees track what's been delivered.

## 6. Reflect & Learn from Finished Tasks

Browse the Finished Tasks tab to view your completed work. You can revisit task details, comments, and feedback — but only for 7 days after completion. Use this time to download files, document feedback, and track your growth before the task is permanently removed.



**Finished tasks**

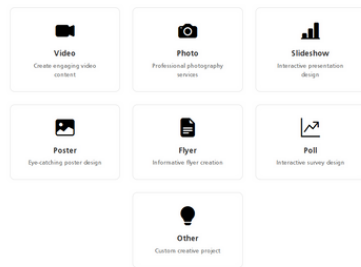
**Flyer Task**  
 Name: Max Musterman  
 GPN: 728732732  
 Deadline: 2025-07-27  
 Description: Allgemeine Infos

**Poster für Messestand**  
 Name: Jonas Schmid  
 GPN: 10000005  
 Deadline: 2025-09-01  
 Description: Großes A1-Poster für Standdesigns

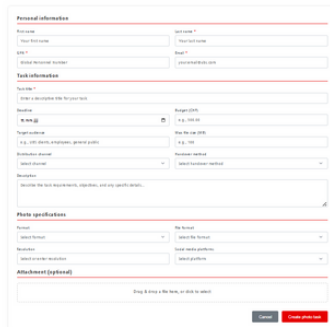
# HOW TO USE JUNIOR TALENT LAB AS AN EMPLOYEE:

## Create new task

### Select task type



## Create photo task



## Flyer für Event

Name	Anna Meier	Description	Erstelle einen A5-Flyer für das Event
GPN	10000002		
Deadline	2025-08-15	Specific Requirements	Paper Size: A5, Paper Type: Glossy
Channel	Internal		
Content type	Flyer		
Max File Size	10 MB		
Target Audience	Studerende		
Budget	200.00		
Handover	Digital		

Download PDF Delete Change

## 1. Create a New Task

Click "Create Task" and choose a task type: Video, Photo, Slideshow, Poster, Flyer, Poll or Other. Each task has a custom form personalised to its media type. You'll enter personal info, describe your task, define deadlines, budget, and select delivery format (e.g., SharePoint, Teams, etc.).

## 2. Fill in Clear Instructions & Requirements

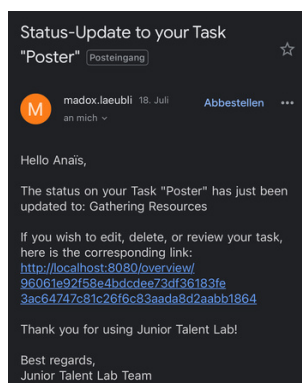
Use the form fields to outline everything your apprentice needs: Objectives, target audience, channels, file limits, style preferences etc. The more precise you are, the smoother the process will be.

## 3. Receive Confirmation & Task Link

Once submitted, you'll get a confirmation email with a direct link to the task page.

From there, you can:

- Download PDF
- Delete the task
- Edit the task



## 4. Stay Updated Automatically

You don't need to constantly check the platform — you'll receive email notifications when:

- An apprentice accepts or declines your task
- The status of your task is updated (e.g., "Started", "Editing")
- A comment is added
- The task is marked as finished

Use the Overview tab to monitor all your active tasks and stay in control of deadlines.



## 5. Give Constructive Feedback

Use the comments section to give feedback, even after the task is completed.

Your comments are visible in the task thread and help the apprentice improve.

Remember: completed tasks stay visible for 7 days, then they are automatically deleted.