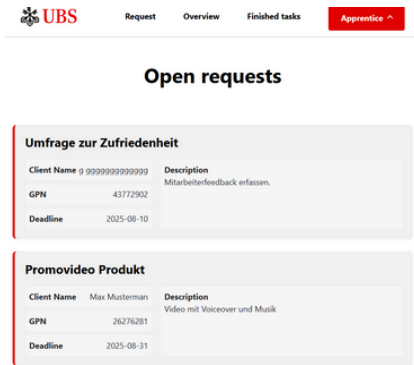


HOW TO USE JUNIOR TALENT LAB AS AN APPRENTICE:



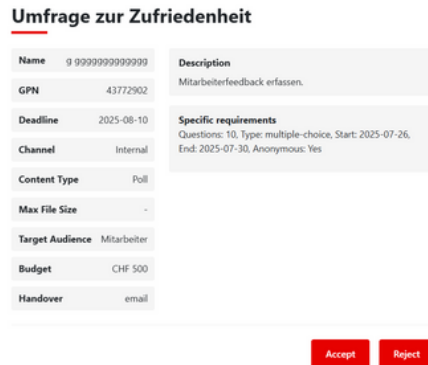
Open requests

Umfrage zur Zufriedenheit

Client Name: g 9999999999999999
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

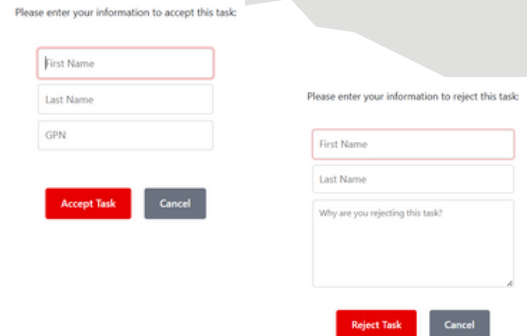


Umfrage zur Zufriedenheit

Name: g 9999999999999999
GPN: 43772902
Deadline: 2025-08-10
Channel: Internal
Content Type: Poll
Max File Size: -
Target Audience: Mitarbeiter
Budget: CHF 500
Handover: email

Specific requirements
Questions: 10, Type: multiple-choice, Start: 2025-07-26, End: 2025-07-30, Anonymous: Yes

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. Receive tasks

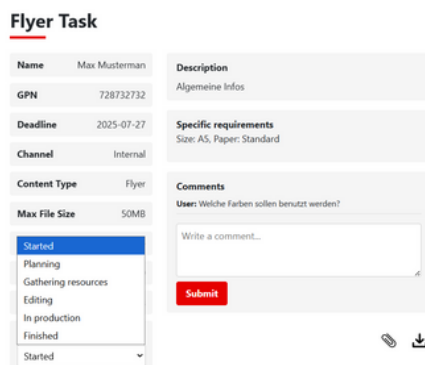
Go to the tab "Request" to see the open tasks from UBS employees. Each card displays a title, client name, GPN, deadline, and description preview. Click on a task to see full details including content type, file size, budget, handover method, and specific requirements.

2. Review the task details

In the detailed view, you can scroll through the task's description and requirements. You can download the attachment. 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 confirm a task. A popup asks for your first name, last name, and GPN. Click "Reject" if you cannot accept the task. In this case, you must 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

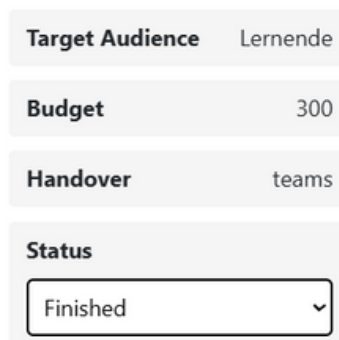
Description
Allgemeine Infos

Specific requirements
Size: A5, Paper: Standard

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

Submit

Started
Planning
Gathering resources
Editing
In production
Finished
Started



Target Audience Lernende

Budget 300

Handover teams

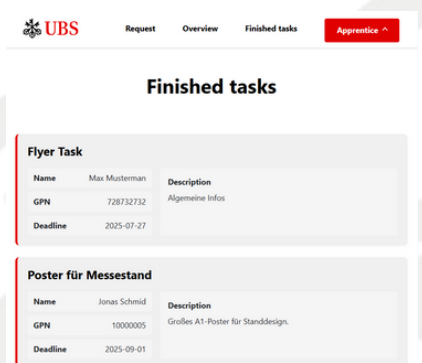
Status Finished

4. Track tasks in the "Overview" tab

All active tasks you have 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 UBS employee will be automatically notified of your progress.

5. Submit completed task

Once you have completed the task, change the status to "Finished" and leave a comment if needed. The task will automatically move to the "Finished tasks" tab and an email will be sent to the employee. This helps UBS employees track the tasks.



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

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 and document feedback before the task is permanently removed.

HOW TO USE JUNIOR TALENT LAB AS AN UBS EMPLOYEE:

Create new task

Select task type

Video

Photo

Slideshow

Poster

Flyer

Poll

Other

Create photo task

Personal information

First Name

Last Name

Email

Phone Number

Task information

Task Title

Task Description

Task Objective

Target Audience

Channel

Content Type

Max File Size

Target Audience

Budget

Handover

Status

Photo specifications

Format

Resolution

Attachment (optional)

Flyer Task

Name Max Musterman
GPN 728732732
Deadline 2025-07-27
Channel Internal
Content Type Flyer
Max File Size 50MB
Target Audience Lernende
Budget 300
Handover teams
Status Finished

Description
 Allgemeine Infos
Specific Requirements
 Size: A5, Paper: Standard
Comments
 User: Welche Farben sollen benutzt werden?
 Write a comment...
 Submit

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 a delivery format (e.g., SharePoint, Teams, etc.).

2. Fill in clear instructions & requirements

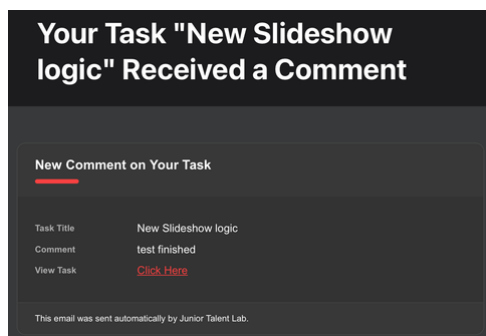
Use the form fields to specify everything the Junior Talent Labs needs: Objectives, target audience, channels, file limits, style preferences etc. The more precise you are, the smoother the process will be.

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 task
- Edit task



4. Automatically stay updated

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

- The Junior Talent Lab accepts or declines your task
- The status of your task is updated
- A comment is added

Use the "Overview" tab to monitor all your active tasks and know the deadlines.

Comments

User: Mach eine Zusammenfassung der Ergebnisse im Nachgang.

Write a comment...

Submit

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 Junior Talent Lab to improve.

Remember: Completed tasks stay visible for 7 days.