

Job interview

Preparation:

Do some **research on the company** and maybe also the division or department you've applied for (website, social media, google, current news, job fairs, personal contacts, ...):

- What are the company's goals?
- Values
- Motto
- Sector
- Market share
- Competitors
- Customers and target group
- With whom does the company cooperate?

Also, memorize the job description so that you know what is required and can ask questions.

Wear **clothes** that are appropriate for the industry of your applied job and that you feel comfortable in.

Punctuality is an important trait in Germany, so find out at least a few days in advance how to get to the company and schedule a few extra minutes in order that you won't arrive late.

If the interview takes place online, be sure to test the program that will be used for the interview in advance. It is also important that you are in a place with a neutral background and where you will be undisturbed during the interview.

Beginning:

The **first impression** is very important!

To greet each other in Germany, you **shake hands** and introduce yourself by name. In any case, try to make a friendly impression and **smile**, as the first impression can be decisive.

Usually, some **small talk** follows: Did you have a pleasant journey? How are you? Would you like something to drink? ...

Self-presentation:

One is asked to introduce oneself.

You tell them about your **CV** and the greatest **personal achievements** you have made so far. You may be asked **questions** about certain points and also asked to explain them in more detail.

In addition to your CV, you can also speak about your **wishes for the future** with a **reference to the job** you're applying for in order to explain what additional value you can give the company.

Presentation of the job:

The **company** and the **position** (tasks etc.) are presented. It is very important to show interest, but not to interrupt the interviewer during the explanation. If you have any questions, you can ask them afterwards.

General questions:

You will be asked some **general questions**, like for example:

- Why did you apply at our company? What was your motivation for applying?
- What are your strengths and weaknesses?
- Where do you see yourself in five years?
- How do you handle pressure?
- How do you respond to criticism? How do you handle criticism?
- If you were to choose someone for this job, what would you look out for?

Formalities:

Formal aspects like for example working hours, remuneration or holiday leave will be explained.

Your questions:

You will have the **possibility to ask questions**. This is very important, if you ask questions, it shows that you are interested in the job. It's best to think of a few questions in advance.

Conclusion:

At the end of the job interview, feel free to ask how the **selection process** will continue and when approximately you will hear back. If it has not been said yet, you can also ask who you can contact in case of queries.

In any case, **thank** the interviewers for the invitation or the time spent for the interview!

In Germany, you **shake hands** again to say goodbye.

The order of the different phases can vary of course.

It is also not possible to say for sure what is particularly important during an interview. These guidelines serve only for a mere orientation of how an interview can proceed.