



Job Interviews in Germany

Intercultural Session - presented by SieguVer

Job Interviews in Germany

AGENDA

Introduction

Session Agenda, participants

In front of the Job Interview

Preparation, preparation preparation....

Structure of a typical Job Interview

- self presentation
- common questions & why they are asked

Summary

dos & don'ts

Feedback/ Outlook



In front of the Job Interview

Congratulations! You got invited to a job interview!

Preparation



Different types of interviews

It doesn't matter what kind of interview: The first impression counts! We all store a basic picture of a person in between the first seconds we meet her/him.

Telephone Interview



make sure that you have a good connection

chose a quiet room for the interview

take it as seriously as a personal interview -

the structure and the questions can/ will be the same!

Online Interview



Dress Code: business or business casual

Internet connection should work properly

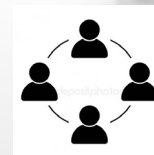
Optimal setting: light, background, monitor height

Personal Interview

Dress Code: business or business casual

be friendly, smile and

give a firm handshake!

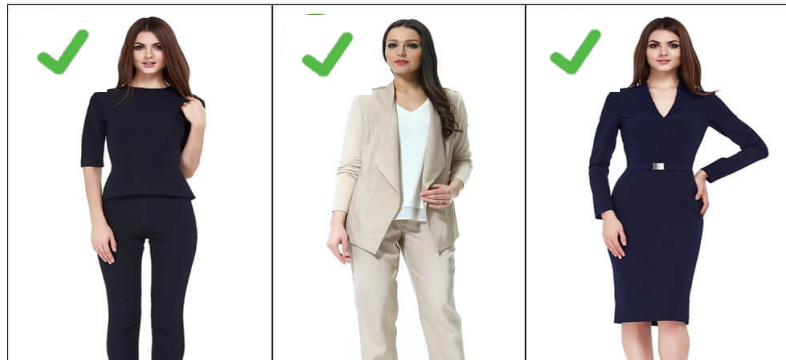


Assessment Centres

Excellent preparation is needed!

Typical: general knowledge test, individual conversation, case studies, self presentation

Follow the dress code “business or business casual”



find out what fits to you and wear it like every day dress!

Check the company in social media

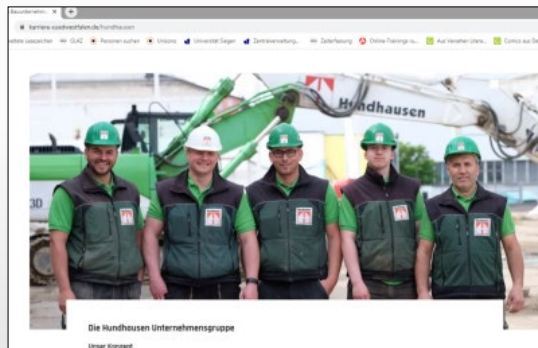
Where is the company located?

where is the bus station, where is the entrance? Walking distance to the gate. Go there one day before...



Representation of the Company in the internet

How and where they are presenting themselves?



...history, structure and philosophy of the company

...who is the head of the company?

...how many people are working there?

...can you identify your potential boss and your team? How are they dressed?

Structure of a typical Interview



5 Steps of a typical Interview

1	Introduction
2	Small Talk
3	Self Presentation
4	Questions and Answers
5	Wrapping Up

Be aware of: **The key to a successful job interview is good preparation.** With a little time and effort, you can make yourself ready for all five stages of the job interview process and hopefully convince your prospective employer that you're right for the position.

Self presentation

At the beginning of the interview, the employer will say something like:

„Introduce yourself, please!“ or „Tell me something about yourself!“

„Stellen Sie sich doch mal kurz vor!“ or „Erzählen Sie etwas über sich!“

Prepare a short spoken presentation about yourself and sum up the most important parts of your CV (2-3 min)

Present your

- background and career
- your field of study and the topic of your thesis
- additional qualifications
- state why you have chosen the company

don't get too much into details, the interviewers will ask questions afterwards if they want to know more

Common Questions & why they are asked

Knowledge of the company

These questions are asked to see if you are well prepared and know the company

You can prepare yourself easily, by looking at the website of the company before you apply and before the interview

„What do you already know about the company“

„Was wissen Sie bereits über unser Unternehmen?“

„Why do you want to work at this company?“

„Warum bewerben Sie sich gerade bei uns?“

*focus on the things that
are of interest for your
potential employer and
combine your knowledge
about the company with
your personal
background*

Common Questions & why they are asked

General Questions - related to your working tasks

„Which experiences do you have in this field?“

„Welche Erfahrungen bringen Sie mit?“

„Why are you the right candidate for this job?“

„Warum sind Sie für den Job geeignet?“

„What was the topic of your thesis?“

„Was war das Thema ihrer Abschlussarbeit?“

*focus on the things that
are of interest for your
potential employer and
combine your knowledge
about the company with
your personal
background*

Common Questions & why they are asked

General Questions – related to your social skills

„What drives you? What is your ambition?“

„Was treibt Sie an?“

„What is your biggest weakness/flip?“

„Was ist ihre größte Schwäche?“

„How do you deal with stress?“

„Wie gehen Sie mit Stress um?“

*The potential employer
wants to find out about
your work ethics and
your personality in the
everday work life*

*present yourself as
positive but honest*

Common Questions & why they are asked

Future planning - the interviewer wants to hear what your long-time goals are

„Where do you see yourself in 5 years?“

„Wo sehen Sie sich selbst in 5 Jahren?“

*You can show that you
want to develop yourself
further*

*By your intension to stay for longer time in the company you can show that
and their investment in you will make sense*

Common Questions & why they are asked

Salary for most of the jobs you have to be prepared for the question:

„What salary would you like to earn?“

„Welches Gehalt stellen Sie sich vor?“

there is no tariff on many industries so you have to negotiate!

for orientation, look up
„Einstiegsgehalt“ (starting salary) for your graduation:
absolventa.de,
karrierebibel.de,
stepstone.de etc.

IT & Development.

BERUFSFELD	EINSTIEGSGEHALT	JOBS	GEHALTSAUSSICHTEN
Datenbankentwicklung	39.100 Euro	Zu den Jobs	Zu den Infos
Hardwareentwicklung	50.855 Euro	Zu den Jobs	Zu den Infos
Mobile Development	55.797 Euro	Zu den Jobs	Zu den Infos
SAP-Beratung	47.580 Euro	Zu den Jobs	Zu den Infos
Softwareentwicklung	55.941 Euro	Zu den Jobs	Zu den Infos
Systemadministration	37.488 Euro	Zu den Jobs	Zu den Infos
Webentwicklung	39.842 Euro	Zu den Jobs	Zu den Infos
Wirtschaftsinformatik	65.206 Euro	Zu den Jobs	Zu den Infos

Common Questions & why they are asked

Your questions to the company

“How is the company/department structured?”

“Wie ist das Unternehmen/die Abteilung strukturiert?”

“Is there a person who helps me to incorporate?”

“Werde ich eingearbeitet?/bzw. von wem?”

“How does the holiday planning work?”

“Wie läuft die Urlaubsplanung ab?”

“Can I take part in further trainings? Will the company take the costs?”

“Kann ich an Fortbildungen teilnehmen? Beahlt die Firma Fortbildungen?”

*Questions from
your side shows
that you are
interested and well
prepared*

Dos:

- be friendly and smile
- look up the company's website, Facebook, Instagram and their latest news
- practise every single job interview with your friends or family
- eat and drink something before the interview



Don'ts:

- Don't be late
- Don't try to be someone else at the company → be yourself and authentic
- Don't take it too seriously: HR managers are only humans! No one wants to bring you in uncomfortable situations on purpose

