



Job interview - how to be successful!

1. Preparation

Good preparation is the first step to success: With good preparation, you show your motivation in the position and the company. You will also gain confidence in your appearance and reduce the stress factor before and during the interview.

What can you prepare for?

The company	The job	Your personality
Find out about the employer (history, organization chart, newspaper articles). This way you can -express your interest in the company. -show your motivation. -ask specific questions.	-What tasks does the position involve? -What is required: professional and personal skills? -What interests you about the position and why?	-Try to take about your CV (in 3 sentences, in 1-3 min. etc.) -Important previous positions / projects (give examples) -What makes you interesting for the company? -Typical questions (see below)

We recommend you the following points to prepare for the interview:

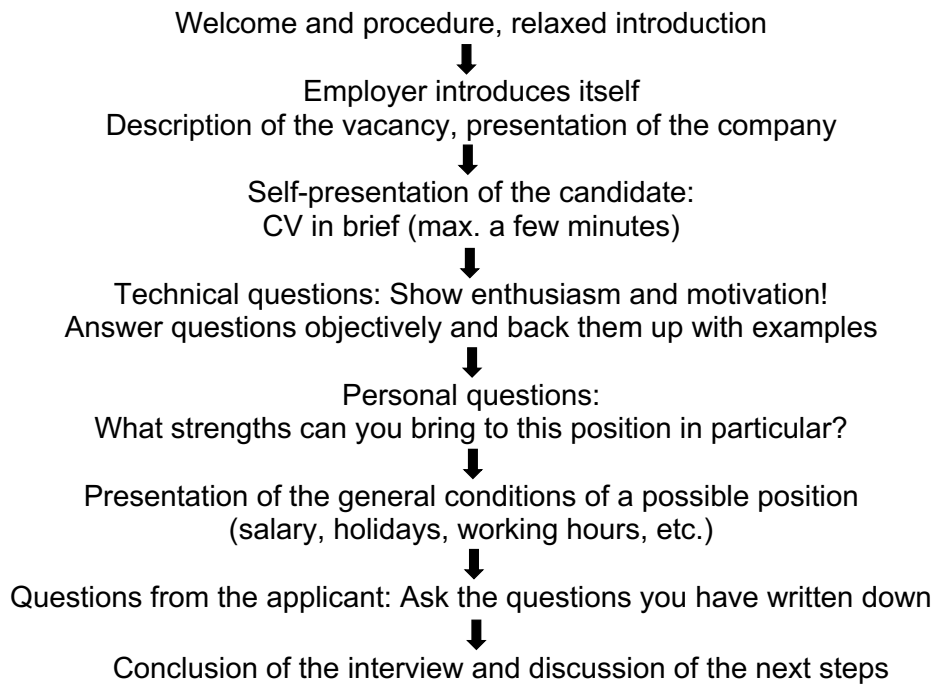
- Make notes of questions about the company and the advertised position and take these with you to the interview.
- Prepare the reference sheet and take it with you just in case.
- Think about how to get to the interview location and find out about the transport connections (you may need to visit the location in advance).
- Prepare the clothes you want to wear, choose the clothes carefully, stay authentic!
- Save the interviewer's telephone number so that you can call them in an emergency.
- Turn up on time - not too early and certainly not too late. If you are late: apologise and explain why you are late.

2. The job interview

- Switch off your mobile phone before you enter the building.
- Smile and go to the interview.
- Address them by name (usually no titles, if in doubt find out in advance)
- First impressions are important: handshake, eye contact, small talk
- Take out your notepad, listen with interest and occasionally take notes.
- Body language makes up more than half of the overall impression! Sit calmly in your chair; hands visible; speak calmly and relaxed; pay attention to verbal and non-verbal signals: Eye contact, facial expressions, posture, gestures.
- A job interview is not an interrogation, actively control the conversation. But do not hold a monologue. Be brief and precise. If you don't understand a question, ask. And if you don't know the answer, be honest.
- Whenever possible, add short examples to your statements in order to make them more concrete and memorable.
- Ask the company questions. Is the next step clear?
- Don't make a hasty exit at the end and say goodbye to the interviewer by name.

2.1. Typical course of an interview

Nevertheless, be prepared for atypical interviews, unprofessional or less professional interviewees.



2.2. Typical questions you can prepare for

* Question *

* What is it about *

1. Initial questions	
Why did you apply for this job?	Check your motivation and interest. Does your experience match the position? Can you identify relevant strengths for the position to be filled?
Why do you want to work in our company?	Reasons for applying.
What attracted you at the job advertisement (in particular)?	Have you understood the job description and the requirements profile?
Briefly describe your career until today. / What should we know about you?	Self-description. Open question that requires a structured answer: two to three points that points that you believe qualify you for the position.

2. Career history / Achievements	
Why did you... (your subjects) studied? / Why did you choose this career path?	Your motivation and determination, how well does the position fit into your long-term career plans?
Questions about your CV: Why did you ... (e.g. your first degree dropped out, didn't work alongside your studies did not work, studied for so long)?	Clarification for the reasons for special features in in your CV. How do you deal with tricky questions? If there are "holes" or interruptions in your CV, be prepared to explain or clarify these, as there is a chance that this will be questioned.

What are your greatest achievements until today?	Proof of performance, which can be an 3 future successes. What did you put all your energy into? What motivated you to perform so far?
And your failures?	How do you explain your failures? In which areas (possibly relevant for the company) did the failures occur? What have you learnt from the failures?
What successes (e.g. in the last two two years) are you proud of?	It is as much about your talents as it is about the self-assessment of your success.
Name three qualities, skills or knowledge that have helped you the most to be successful.	Your strengths profile, knowing your own strengths. Concrete examples in which the strengths were applied.
Where do you see yourself in 5 years? What is your career goal?	Identification with the job. Does the position fit in your personal career plans?

3. Competences

Are you more of a doer or are you seen as deliberate?	Systematic thinking and action: Are you action- and result-orientated? Are you also systematic and think process-orientated? Or are you too perfectionist, risk-averse, slow?
How do you usually approach a task? How do you make sure that you tackle tasks on time?	Organisational skills and self-organisation: Do you use resources successfully? Your personal working style.
Do you usually make decisions quickly and partly on instinct or do you prefer thorough analyses (possibly at the expense of speed)?	Analytical thinking. Do you recognise current and future problems? Do you develop a promising solution, even on the basis of incomplete information?

4. Social competence

What do you (not) appreciate about work colleagues/superiors?	What is important to you? What are your standards? What leadership style do you want?
Are you a team player? In which tasks do you value teamwork and which tasks do you prefer to work alone?	Ability to work in a team and co-operate. Working style. Can you give examples?
How do you deal with resistance (from customers, employees, superiors) deal with?	Examples of your assertiveness. Communication skills, leadership.
How able are you to deal with conflict? How do you deal with conflicts?	Examples of your ability to deal with conflict. Do you have the ability to make yourself unpopular or to represent unpopular points of view?
Would others describe you as outgoing?	Can you make and maintain a variety of professional and cultivate them?

5. Personal competence

Tell something about yourself / Characterize yourself.	Do you fit in with the company?
How would a good friend describe you?	Sophisticated variation of the previous question, first-person statements around the corner.
Why should we hire you?	Self-assessment and self-presentation: Self-confidence without boasting

What are your personal strengths/weaknesses?	Credible self-presentation: How do you present yourself?
How do you deal with stress, pressure, criticism, problems?	Stress resistance and resilience: be sure to argue with examples! In addition: How do you deal with difficult questions?
What do you do in your free time?	Range of interests, special features

6. Conclusion of the dialogue	
What are your salary expectations?	The employer wants to find out whether he can afford you, but also whether you are aware of your potential.
Are you still interested in the position?	Commitment. Has anything changed during the conversation? Clarification of open points.
Do you have any other jobs in prospects?	It's about your honesty and your interest as well as the time dimension, i.e. how quickly the employer has to decide in your favour.
Do you have any questions?	Your interest. What else is important to you? Where is the shoe pinching?

2.3. Possible questions for the company

- Next steps (if still unclear)?
- Further training opportunities?
- What requirements are placed on me?
- What does the team look like? Can I get to know it?
- Is there an induction programme? What does the familiarization phase look like?
- What does the workplace look like? Can I see it?
- What is your favourite thing about the company?

2.4. Inadmissible questions

- Family planning: Are you getting married soon? Are you pregnant?
- Affiliation to a religion/political party
- Previous convictions, ongoing investigations (unless they are of direct relevance to the job)
- State of health (unless it is directly related to the job)
- Last salary: How much did you last earn?
- Questions about personal assets.

3. Follow-up

- After the interview is before the interview. To learn as much as possible from the interview you should analyze the interview carefully: What was good? Where is room for improvement? Record your impressions in writing.
- On the evening of the interview or the following morning, write a short email to the interviewee in which you express your thanks for the interview and once again express your interest in the position.