

# Interview



After you have convinced the employer with your documents on a professional and motivational level, it is time to present your personality during the interview. Companies want employees that share their mission and fit into the team. Therefore, make sure to be competent and friendly while also remaining authentic. With these tips and some preparation, you can confidently go into the interview.

## 1. Preparation

- What are your skills and abilities?
- What are your weaknesses?
- What are your goals (for the coming 3-5 years)?
- What do you know about the company and the position? Why are you interested in both?
- Why have you decided to go into that certain career field?
- What tasks and responsibilities have you had in your previous jobs?

*The first impression lastingly influences the way your vis-a-vis perceives you.  
Keep a neat appearance in mind.*

## 2. Procedure (ca. 45 min – 90 min)

- Greeting
- Resume/ person
  - questions about your CV
  - planning and organizing everyday work
  - handling of conflicts
  - ability to work in team
  - needs and wants for work design
- Motivation for application
  - Interest for company?
  - What is your interest for the position?
  - Expectations for new position/ comparison to previous position
  - Which qualifications and skills do you want to build up or extend?
- Introduction of the company and position
  - Knowledge about products and services
  - Other interesting positions?
- Finalization
  - Earliest start date
  - Salary expectations (*research typical salaries in field*)

**Illegal questions** that you don't have to answer:

- religion (exception: employer is a religious institution)
- political views
- membership of a labor union
- family planning
- (previous) diseases
- Personal wealth situation



### Pressure questions to test your reaction:

- Why did you stop (job, degree, ...) X?
- Why did you not study longer?
- What speaks against you as a candidate?
- What are you going to do if you don't get the job?
- Why have you terminated your previous job?
- Why is your letter of recommendation/ job reference so poor?
- What are your fears of a new employment?
- ...

Try to answer such questions calmly and confidently.



### ▪ Questions from the applicant

*Think about the specifics of the company or the position that you would like to know more about.*

*Always ask some questions - it signals interest.*

*See this link for some ideas:*

<https://www.karriereakademie.de/karriereblog/60-eigene-fragen-im-vorstellungsgespraech-stellen>

#### DO

- Can you explain a typical work day?
- How are the work hours organized?
- What is the typical training or orientation like?
- How large is the department I will work in?
- Who is my direct superior?
- How do you promote talents and strengths?
- Why is the position available?
- What are the challenges of the first 90 days?
- What are your expectations of a new XXX (Job title)?
- How would you describe the corporate culture?
- When will you make the decision?

#### DON'T

- How soon can I expect a raise?
- When can I take a vacation?
- How many employees are in your company?
- How much money do colleagues in the same position earn?
- Will I be promoted to head of department within 6 months?
- Will I get a company car and can my partner use it?
- Do I always have to coordinate my tasks with my boss?
- Do you monitor employees whether they surf the internet during working hours?
- Do I have the job?

### 3. Afterwards

Reflect the interview and your behavior, take some notes and make a pro and cons list. This could help you make a decision and get some impulses for the next interview.

- Which important information have you received?
- What is your impression of the company? Does the position meet your expectations?
- Which questions were asked and how did you perceive the reaction?
- What went well and not so well?
- What are you going to do similarly/ differently in upcoming interviews?