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kickSTART:Karriere- Your Launch Into Employment

Fit4Wrk

***The Interview –
Realizing Your Application***



What Do I Need to Think of?

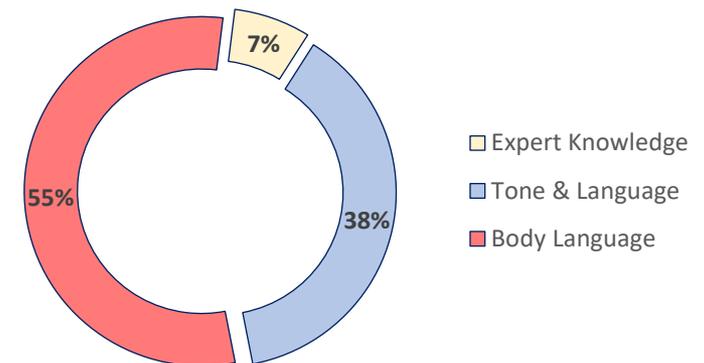
- Being invited to an interview means you have already **passed the barrier of pre-selection**

- The most striking factor in an interview is not your professional expertise (which you have been invited for) but most prominently your **personal character, appearance and verbal versatility+ facial expressions and gestures**

Be brief and on the point!



How You Are Perceived in an Interview



What Do I **Need to Think of**?

- Presenting yourself is not everything, you also need to know details about the company (research!)

- Company homepage, press-releases
- Google the company, newspaper articles
- Collect information on social media (Xing, LinkedIn, Facebook etc.)



Particularly personal questions are common:

- **Strengths:** Self-evaluate (realistically)
- **Weaknesses:** Nobody is perfect!- be honest and describe how you manage them
- **Trend-Questions:** They try to find out if you can form an opinion

What Do I Need to Think of?- **Journey & Arrival**

- **Punctuality is of utmost importance!** Therefore, inform yourself beforehand about:
 - How to best get to the company
 - How long the journey will take, plan for parking and possible alternative routes in case of traffic jams
- **Turn off your phone before the interview!**
- In case of any unexpected delays inform your interview partner via telephone early enough

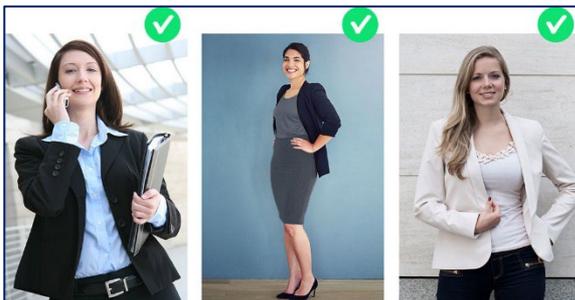
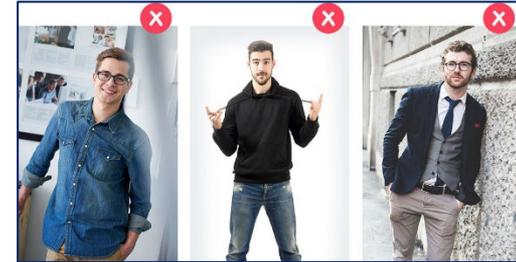


“Have a contingency plan available in case of unexpected changes”



What Do I Need to Think of?- **The Right Clothing Style**

- „**Clothes make the man**“ – dressed according to occasion
 - Compatible with the own **personality and the industry sector**
 - Compatible with the company/sector
- **Have spare clothing** with you in case of emergencies
- Some jobs might require to cover up tattoos or remove piercings



What Do I Need to Think of?- Documents

Even if the HR-Manager already has your documents:

- Do not forget to bring:
 - CV and cover letter
 - Certificates of advanced training etc.

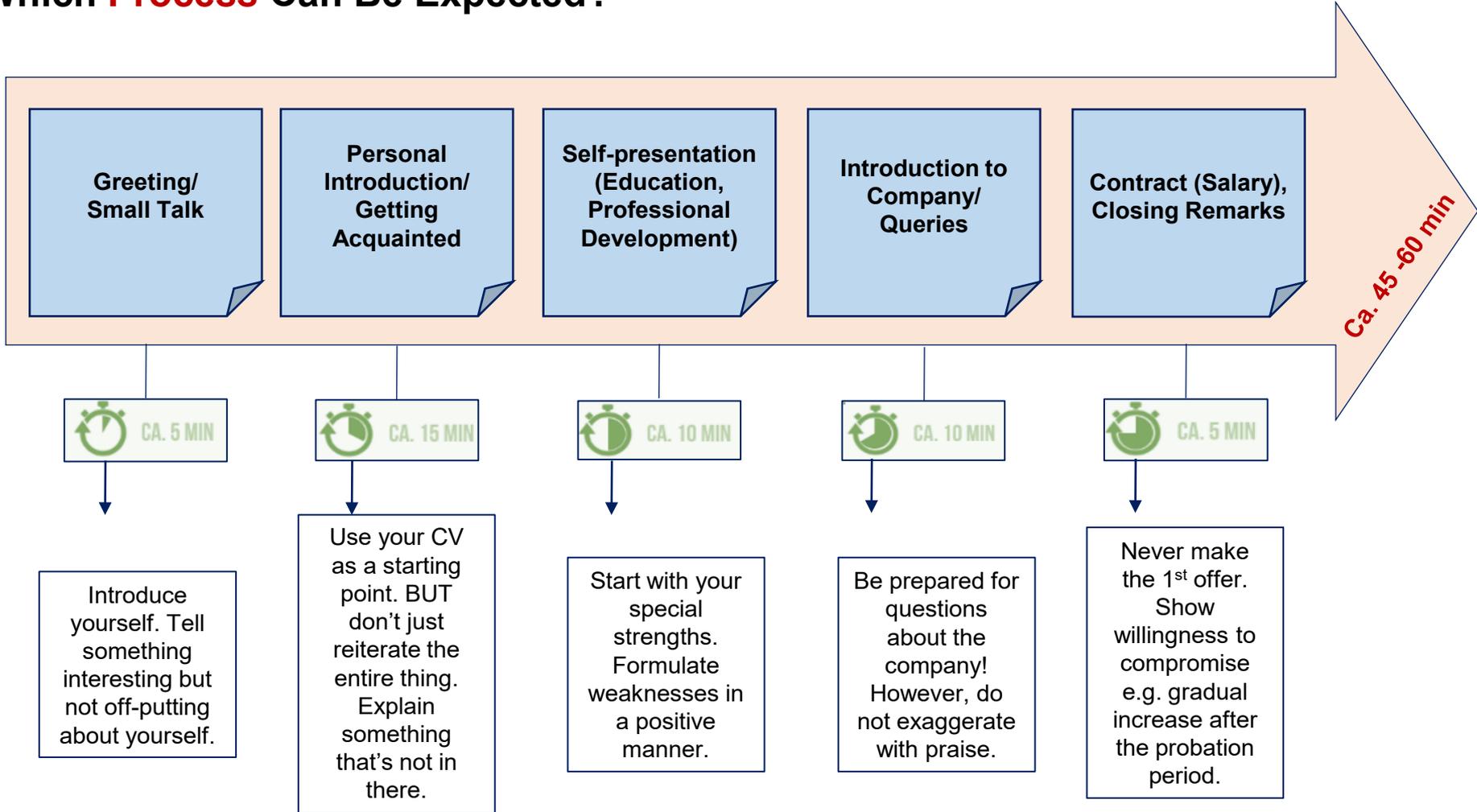
- Do not just throw everything in your bag

- The way you present the documents (in an organized fashion) **already says a lot about your personality**
→ **!First Impression!**



The Job Interview- The Phases

Which **Process** Can Be Expected?



The First Impression Already **Decides Your Success**

According to different studies, humans need no more than 100 milliseconds to receive a first impression. After that our opinion on a person stands almost immutably.

Fragrance: whether we like someone is often already decided by our nose. Use a **subtle and modest** fragrance



Hand Shake: an ideal handshake lasts between 3-4 seconds. Most importantly: **it needs to be firm**, especially as a woman. This way you can boost your sympathy points.

Eye contact: Eye contact amplifies your self-confidence. Looking somebody in the eye shows interest and openness and **automatically makes you more sympathetic.**

The Job Interview- Phase 1

The First Impression- Already Score with **Small Talk**

- Supposed to break the ice, **ease the nervousness of applicants** and create a positive atmosphere
- Relevant information is not yet exchanged
Trivial talk.
- Beware: Candidates often underestimate the first five minutes. HR-managers **judge how the person will perform on the job right from the beginning.** This phase can often already be decisive
- **Be careful with exaggerations and obvious platitudes**

Common Topics

	
 <p>OBSERVATIONS</p> <p>What gorgeous weather! Wow, it's crowded today. What an interesting bag!</p>	 <p>CRITICAL OBSERVATIONS</p> <p>You're looking a bit heavy. You Americans are so loud! Hmmm. Have you showered today?</p>
 <p>YOUR DAY</p> <p>What a crazy day so far! I'm going to the U2 concert tonight. It's so nice to have the day off.</p>	 <p>MONEY</p> <p>How much do you make? Your suit looks very expensive. Did that cost you a lot?</p>
 <p>CURRENT EVENTS</p> <p>Did you hear about the tsunami? I saw the Pope will be visiting soon. I wonder if we'll get a man on Mars.</p>	 <p>POLITICS</p> <p>That Senator is amazing. How do you feel about guns? Your President is a moron.</p>
 <p>ENTERTAINMENT</p> <p>Do you watch <i>Game of Thrones</i>? Are you excited for the World Cup? I can't get enough of <i>Outlander</i>.</p>	 <p>RELIGION</p> <p>Are you religious? Jesus fills my heart with love. How could anyone be an atheist?</p>
 <p>WORK</p> <p>Do you work around here? Construction is booming right now. What do you do?</p>	 <p>INTIMATE INFO</p> <p>This yeast infection is killing me. My wife and I have been fighting. Do beans make you gassy?</p>

Self-Presentation & Getting Acquainted - Skills and Company Reference

- The chance to meet and observe you live and in person
- Used to check if the information provided in the CV corresponds with the candidate's statements
- **Connection to the company**
Refer to the job ad. Minimize the distance between your skill profile and the required qualifications

What Does the HR-Manager Want?



What Do I Have to Show?
Gaps in your skill profile can be compensated with other relevant qualifications/ your character to a certain degree

Self-Presentation & Getting Acquainted - Skills and Company Reference

Take your time

Never let yourself get stressed by (critical) questions. Every interview allows for some time for consideration.



Prepare anecdotes

Think about possible questions and prepare relevant and amusing examples from your career. Short and crisp answers.

Ask Questions . No need to hesitate (questions are not something negative), they demonstrate your interests and show that you have conducted the appropriate research.

How Do I Respond to **Typical Questions?**

What Is Your Biggest Weakness?

- This question is often used by candidates to disguise an alleged „weakness“ as a strength
- **Wrong!** HR-managers see through this charade and will ask questions. Better be honest and demonstrate how you are working on improving them.

For example: During discussions I sometimes find it hard to prevail. However, I am working on stating my opinion more clearly.



How Do I Respond to **Typical Questions?**

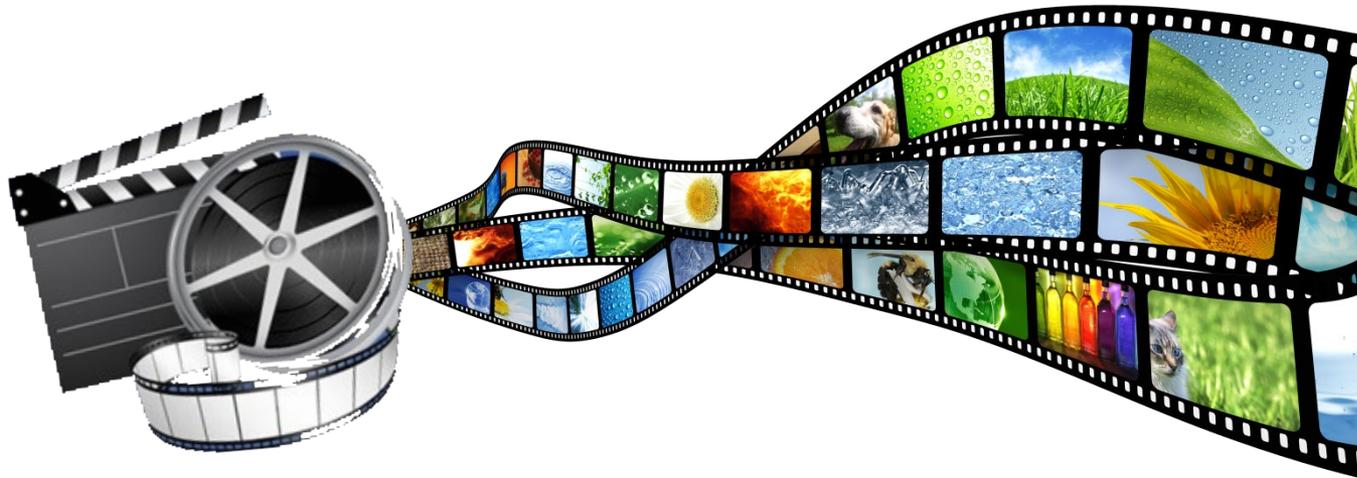
If you had to choose somebody for this position, what would you pay attention to?

- This question contains two things at once: What qualifications do you consider relevant for this position, and do you possess them?
- Depending on the type of job, the response should concentrate on 2-3 key-skills

*I think that creativity and problem-solving capabilities are decisive factors for this job. That is why I have applied for it, because...
[Job Ad].*



Watch Video : Common Interview Questions and Answers



<https://www.youtube.com/watch?v=1mHjMNZZvFo>

Ask Questions– Your Chance to Connect with the Company

- This is the best chance to find out more about your future employer, the boss, colleagues and requirements
- **This is a test!**
 - Scan for true interest in job
 - Check the intensity of research/preparation
- HR-manager can see whether you have just read the job ad, or studied the company (and other) websites

Why Questions?



You show genuine interest



You proof that you are prepared



You find out more about the job



By asking, you are leading the interview

The Last and Most Important Point- **The Salary Negotiation**



Online & Offline **Research** on typical salaries in the industry/equivalent to the position



GEHALTSVERGLEICH.com
KÖNNTE ICH MEHR VERDIENEN?

XING 



Set a negotiation aim (**Pay attention to the difference between Gross & Net-Pay!!**)

Set your desired salary higher, use the wiggle room, set a minimum salary (orient yourself according to boundaries set by foreigners office for work visa)



Negotiation strategy (**Clear plan**, consider the employers perspective)

Never show your hand too early! Always let the employer make the first offer, then react to it.

The Last and Most Important Point- **The Salary Negotiation**



Risk a negotiation (**Do not sell yourself short**) However, do not get exorbitantly greedy!

Salary expectations should correspond with your qualifications and experience

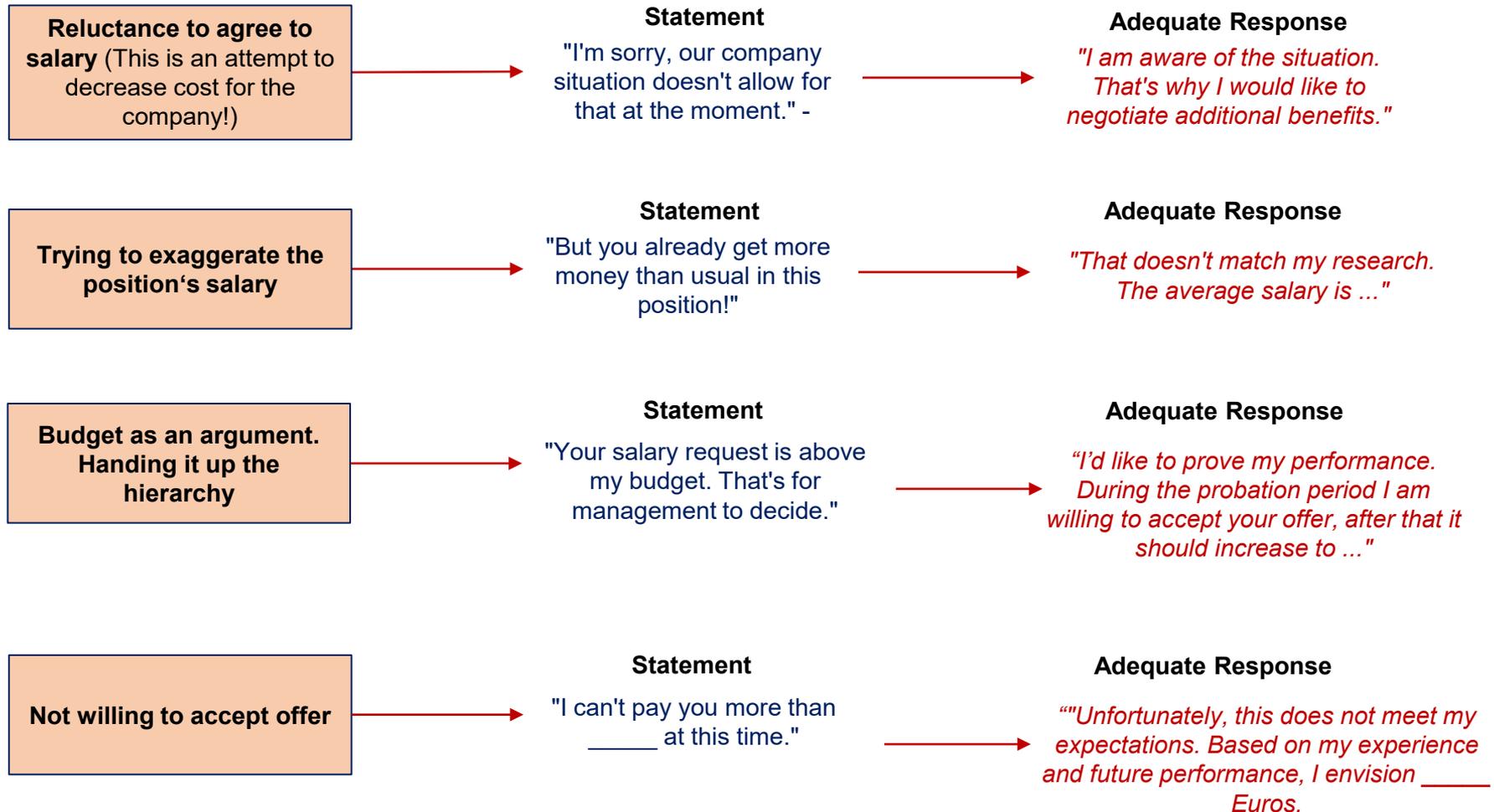


Review the contract (Only the written down features are legally binding incl. overtime regulations)

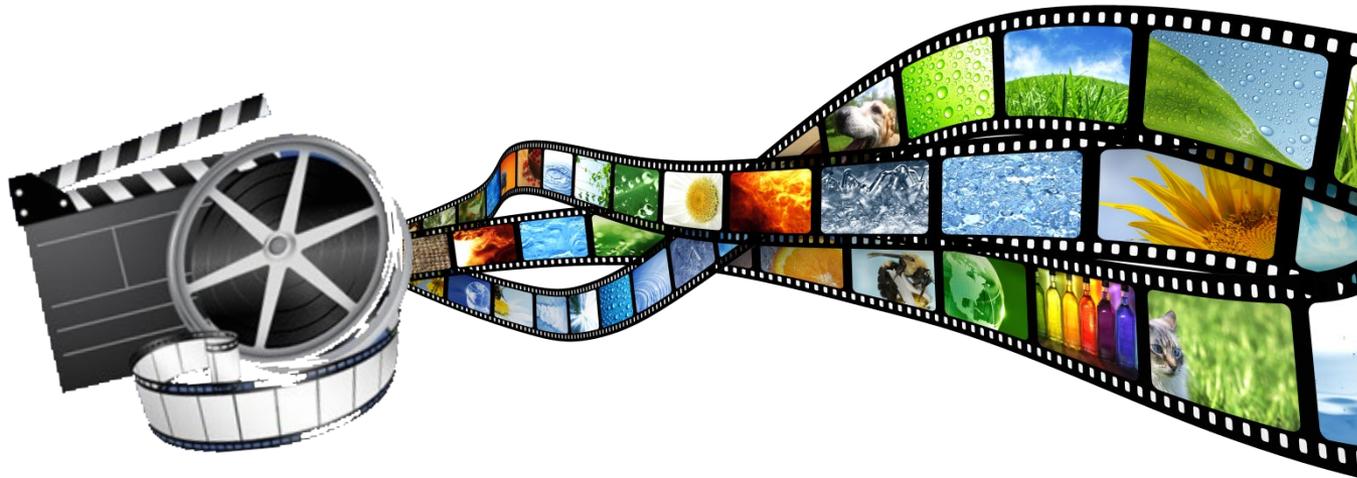
Accept compromises, e.g. step-wise increase to desired salary after the probation period



The Salary Negotiation- Examples & Typical Situations



Watch Video: How to Negotiate Your Salary



<https://www.youtube.com/watch?v=6EpfttTlhx8>

Useful Tips – What Can I Expect in an **Interview?**

- ✓ **Confirm** the appointment via Email or telephone and show your gratitude for the invitation
- ✓ Review the **job ad** in detail
- ✓ Consider what questions might arise **from your CV**
- ✓ Summarize your **strengths and weaknesses** in a few sentences
- ✓ Write down your **questions about the company**
- ✓ **Prepare examples** that you can use to demonstrate your strengths
- ✓ Check if all **documents are complete**



Useful Tips – What Can I Expect in an **Interview?**

- ✔ You should arrive at/enter the company **10-15 min before** the interview
- ✔ Use the time to inconspicuously get an impression of the company
- ✔ Greet the HR-manager **openly, politely and friendly**
- ✔ **Wait** until a seat is offered to you
- ✔ **Shortly** introduce yourself (after being asked to)
- ✔ Do not speak about topics you do not know well enough
- ✔ Admit your weaknesses! Immediately show how you are trying to compensate them



Useful Tips – What Can I Expect in an **Interview?**

- ☑ Politely refuse private questions if you feel uncomfortable

- ☑ Answer questions about your **previous employer discretely**
(Might be a trick question to test your professionalism/tendency to gossip)

- ☑ **Emphasize which** of your experiences are particularly useful for this position

- ☑ Ask your questions (after being asked to) If there is no specific prompt, start your questions on your own initiative

- ☑ Ask **when** the HR-Manager will **get back to you**. Check when you should contact the company if there is no feedback

- ☑ **Thank** the interviewer for the conversation and his time! Say your goodbyes to each interviewer personally