

The Job Interview



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„There is no **second chance
for the **first** impression.“**

...but the final impression lasts!

Goals of a job interview

Personal impression
(„look“ , conversation, nice person?)

Getting to know each other

Your motivation

Reliability

Open questions?
(e.g. gaps in your CV)

Testing your general and specific knowledge

Grundlagen für ein erfolgreiches Vorstellungsgespräch

- ✓ Pünktlichkeit (Anreise planen)
- ✓ gut vorbereitet und informiert sein
- ✓ gepflegtes Äußeres, positive Ausstrahlung
- ✓ eigene Unterlagen mitbringen
- ✓ aufrechte Sitzhaltung
- ✓ Blickkontakt
- ✓ genaues Zuhören / Ausreden lassen
- ✓ Namen merken / direkte Ansprache
- ✓ nicht zu schnell sprechen und antworten
- ✓ eigene Fragen vorbereiten
- ✓ am Schluss bedanken für die Einladung und das Gespräch

Infoquellen zur
Vorbereitung:

www.arbeitsagentur.de



www.abi.de



Phases of a job interview

1. **Welcoming and Small Talk (,warming up‘)**
2. **General information about the company and the job**
3. **Self-presentation**
4. **Interview**
(questions about motivation, skills and experiences)
5. **Questions of the applicant**
6. **Closing remarks and goodbye**

Excercise: Body language



Typical questions in a job interview

- Please tell us what you have done so far. Tell us something about you.
- Why did you apply here?
- Why do you think you are the right one for this job? Why should we decide in favour of you?
- What are your strenghts? Your weaknesses?
- What have been your greatest achievements so far? Your biggest failure? Your most difficult decision?
- How do you spend your spare time? What are your hobbies?
- Do you like school? Which are your favourite subjects?
- How do you get on with your fellow students? How would they describe you?
- ...

Excercise: Self -presentation



Any more questions?

