

International Placement Services (ZAV)

Living and Working in Germany

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Engineers and IT-Specialists to Germany

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ZAV - International Placement Service

We offer opportunities.



ZAV's International Placement Service (IPS)

- ZAV is part of the German Public Employment Services
- 156 local job centers nationwide and the ZAV as a special unit
- Assistance and placement worldwide for academics and specialists - from Germany into other countries or from other countries into Germany
- Cooperation with international networks, including the European Employment Services (EURES)

Engineers and IT-Specialists to Germany

Engineers in Germany (2012) – is there really a big demand?

The VDI says:

- approximately 1.6 Million engineers in Germany, among these
- about 830.000 engineers are working in typical engineering jobs and about 770.000 additional engineers are working in non-engineering jobs (f.e. university teachers, IT-consultants)
- 15 % of all engineers are 55 or older. They are expected to retire within the next 10 years
- replacement of retired engineers and a growing economy lead to a future annual demand of about 80.000 engineers

The DIW says:

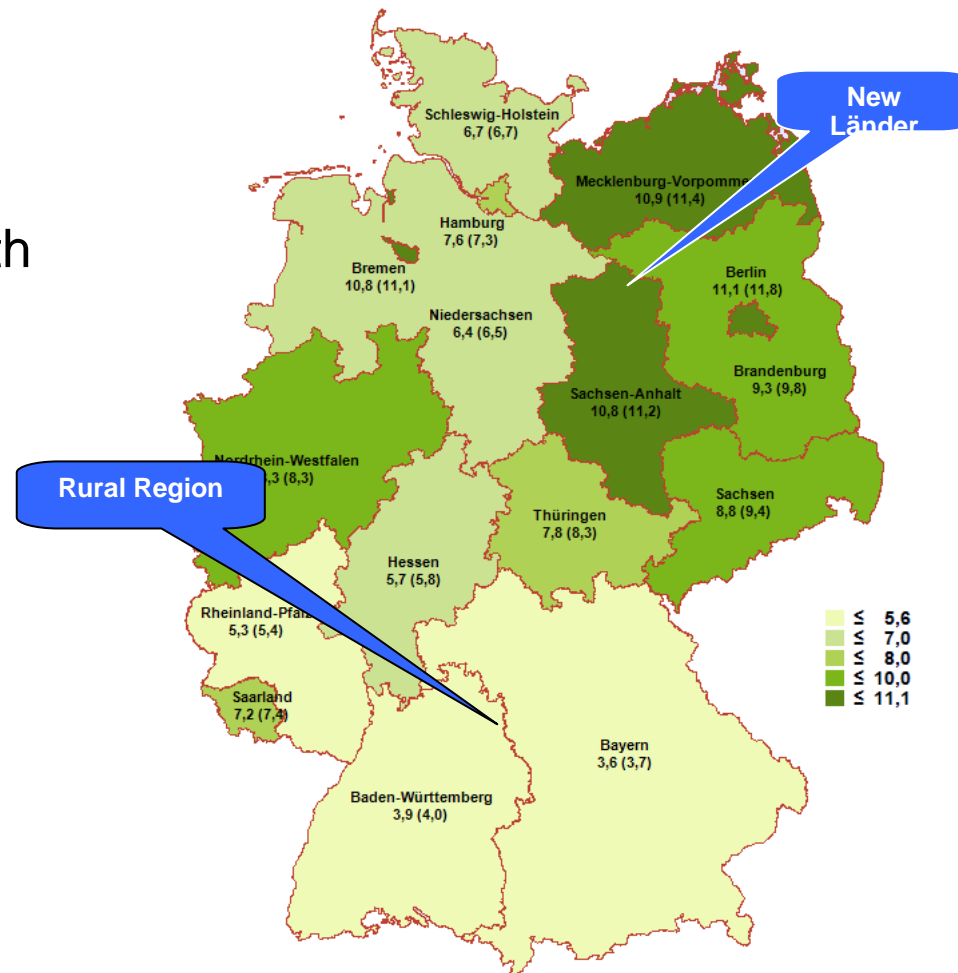
- approximately 1.2 Million engineers in Germany
- only 110.000 engineers (less than 10%) are 55 or older. They are expected to retire within the next 10 years
- replacement of retired engineers and a growing economy lead to a future annual demand of about 30.000 engineers

The German labour market

- Germany is looking for well-trained skilled workers ...
- ... but there are also regions with high levels of unemployment.

Unemployment rates July 2014:

- Germany: 6,6%
- Western States: 5,9 %
- Eastern States: 9,4 %



We offer opportunities. For skilled workers. i.e. Mechanical and automotive engineering

- Wanted nationwide
- In nearly all western federal states
- there is a shortage of engineers
(automotive industry, IT)



Engineers and IT-Specialists to Germany

Looking for jobs in Germany

There are about 1.500 German companies you could consider world champions in the global market. Many of them belong to the following branches :

- Machine-building Industry,
- Car production and Car parts
- Electrical Industry/High-Tech

Among these companies there are **1.400 belonging to the group of smaller or medium sized companies** (KMU = kleine und mittelständische Unternehmen).

So you should not think of big companies exclusively. There are good reasons to turn to small or medium sized companies and see what they can offer !!!

Engineers and IT-Specialists to Germany

Engineers/IT-experts in Germany – illusion and reality

Is it really going to be that easy to find a job in Germany?

- No - many employers are looking for very specific competences and a certain level of German
- No - German candidates mean competition
- No - the number of job offers is smaller than it seems and is slightly going down
- No - the future demand can only be estimated

Engineers and IT-Specialists to Germany

Engineers/IT-experts in Germany – illusion and reality

Any reasons that you should apply nevertheless?

- Yes – there are still enough vacancies
- Yes – the number of yearly graduates in engineering and IT is not high enough to fill the gap
- Yes – more and more German employers start to think about their future demands and rethink their ways of looking for candidates
- Yes – there is no doubt that there will be a skilled worker shortage soon because of the demographic change

Engineers and IT-Specialists to Germany

The German Labour Market – Identifying the demand

The guideline for ZAV's activities:

The “Engpassanalyse”

= a list of most demanded occupations issued by the German Public Employment Services (Bundesagentur für Arbeit), updated twice a year

You will find further information here:

<http://www.make-it-in-germany.com/en/working/which-occupations-are-in-demand/scientists-it-specialists/>

Engineers and IT-Specialists to Germany

Labour Market for Engineers/IT-experts in Germany – the demand

- In mechanical engineering, mainly in CAD engineering/ design departments
- In automation and electrical engineering
- In metal construction and welding technology
- In research and technological development (RTD)
- In waste management and supply engineering
- IT-Experts in computer science
- IT-Experts for SW development and programming

Engineers and IT-Specialists to Germany

Salaries for Engineers and IT-Specialists

- Employees in Germany receive a monthly gross salary. Usually employers indicate gross salaries in their job offers
- Significant regional wage differences (east-west/north-south)
- Contributions to social security and taxes are automatically deducted from the salary
- Salaries depend on sector, employer (tariff commitment or not) and the candidate's knowledge and work experience
- Child benefit (184 Euro each child)



Engineers and IT-Specialists to Germany

Salaries, period of first 6 months (2013)

Sector	entry level (€)
Mechanical Engineering	42.000
Automotive Engineering (Car Production)	45.000
Automotive Engineering (Parts Production)	42.000
Electronic Engineering	40.000
Energy Supply	36.000
Engineering consultancies/Offices	40.000
Information Technology	40.000

Links:

<http://www.vdi.de/karriere/gehaelter/>

<http://www.ingenieurkarriere.de/bewerberservice/beratung/gehaltscheck/gehaltscheck.asp>

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Deductions from the salary

Social Security System - 2013:

■ Health Insurance	15,5 % (employee 8,2 %, employer 7,3 %)
■ Unemployment Insurance	3,0 % (employee 1,5 %, employer 1,5 %)
■ Pension Plan	18,9 % (employee 9,45%, employer 9,45%)
■ Long-Term Care Insurance	2,05 % (employee 1,275%, employer 1,025%)
■ Work Accident Insurance	paid by employer

Registration to the social insurance system is made by the employer

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Deductions from the salary

Taxation

- Income tax 14 % - 42 % (Depending on income and marital status)

- 42% starting with an annual single income of 52.822 EUR

- Church tax 8 % - 9 % of the income tax

- Solidarity tax 5,5 % of the income tax

Automatically deducted from the salary

Engineers and IT-Specialists to Germany

Employee, *up to 2 years work experience*, single, no kids, in Bavaria, tax class 1, 40 h-week - Sample Salary Statement 2013:

	Month	Year
Salary	3583,33 €	43.000,- €
Social security contributions		
Pension Plan (Rentenversicherung, -9,45 %)	338,62 €	4.063,50 €
Unempl. insurance (Arbeitslosenvers., - 1,5 %)	53,75 €	645,00 €
Health insurance (Krankenversicherung, - 8,2 %)	293,84 €	3.526,00 €
<u>Long-term care insurance (Pflegevers., -1,275 %)</u>	<u>45,69 €</u>	<u>548,25 €</u>
Total Social Contributions	731,90 €	8.782,75 €
Taxation		
Solidarity tax, 5,5% of the income tax	46,34 €	556,11 €
Church tax, 9%, in Bavaria 8 % (Kirchensteuer)	67,41 €	808,92 €
Income tax (Lohnsteuer)	<u>842,58 €</u>	<u>10.111,00 €</u>
Total Taxation	956,33 €	11.476,03 €
Salary after deductions	1.895,10 €	22.741,22 €

Engineers and IT-Specialists to Germany

Employee, *up to 2 years work experience, married, 1 kid*, in Bavaria, tax class 3, 40 h-week - Sample Salary Statement 2014:

	Month	Year
Salary	3580,00 €	42.960,- €
Social security contributions		
Pension Plan (Rentenversicherung, -9,45 %)	338,31 €	4.059,72 €
Unempl. insurance (Arbeitslosenvers., - 1,5 %)	53,70 €	644,40 €
Health insurance (Krankenversicherung, - 8,2 %)	293,56 €	3.522,72 €
Long-term care insurance (Pflegevers., -1,275 %)	36,69 €	440,34 €
Total Social Contributions	722,26 €	8.667,18 €
Taxation		
Solidarity tax, 5,5% of the income tax	7,50 €	90,00 €
Church tax, 9%, in Bavaria 8 % (Kirchensteuer)	15,96 €	161,52 €
Income tax (Lohnsteuer)	346,67 €	4.160,00 €
Total Taxation	370,13 €	4.441,52 €
Salary after deductions	2.487,61 €	29.851,30 €

Engineers and IT-Specialists to Germany

Employee, *3 and more years of work experience*, single, no kids, in NRW, tax class 1, 40 h-week - Sample Salary Statement 2013:

	Month	Year
Salary	4.166,66 €	50.000,- €
Social security contributions		
Pension Plan (Rentenversicherung, -9,45 %)	393,75 €	4.725,00 €
Unempl. insurance (Arbeitslosenvers., - 1,5 %)	62,50 €	750,00 €
Health insurance (Krankenversicherung, - 8,2 %)	341,66 €	4.100,00 €
Long-term care insurance (Pflegevers., -1,275 %)	<u>53,12 €</u>	<u>637,50 €</u>
Total Social Contributions	851,03 €	10.212,50€
Taxation		
Solidarity tax, -5,5% of the income tax	58,88 €	418,27 €
Church tax -9 %, in Bavaria -8 % (Kirchensteuer)	85,65 €	1027,76 €
Income tax (Lohnsteuer)	<u>1070,58 €</u>	<u>12.847,00 €</u>
Total Taxation	1.215,11 €	14.293,03 €
Salary after deductions	2.100,52 €	25.494,47 €

Engineers and IT-Specialists to Germany

Looking for jobs in Germany

You can find all of our job offers on the following websites:

- 1. Official website of the Federal Employment Agency:
 - www.arbeitsagentur.de (JOBBÖRSE)
- 2. Go to "JOBBÖRSE"
- 3. Click on "Direkt zur JOBBÖRSE". Then choose your language with the "Sprachen" dropdown menu, which is located in the very top line of this website
- 4. Type your desired profession into the search engine space provided
- 5. Choose a region within Germany in which you wish to find your future job. Type in the name of a city into the corresponding space to narrow down the search onto a specific region – then you can search for all available job offers in that area by clicking the button

Federal Employment Agency's Job Exchange (Jobbörse)

The screenshot shows the homepage of the Bundesagentur für Arbeit's Jobbörse. The browser window title is "Bundesagentur für Arbeit's JOBBÖRSE - Germany's largest online job portal - Microsoft Internet Explorer bereitgestellt von IT-S". The URL is "http://jobbörse.arbeitsagentur.de/vam/IB/startseite.html?kgr=as&aa=1&m=1&vorschlagsfunktionaktiv=true". The page features a language selection dropdown menu with options: English, Deutsch, English, Français, Italiano, Русский, and Türkçe. A blue callout points to this menu with the text "Select language". Below the language menu, there is a "Register/log in" button. A blue callout points to this button with the text "Register/log in". In the center of the page, there is a search box with fields for "Looking for", "Keyword(s)", and "Job location". A blue callout points to the "Keyword(s)" field with the text "Quick search/ Advanced search". The page also includes sections for "For employers", "For apprenticeship seekers", and "Further links" with logos for BERUFENET, KURSNET, planet-beruf.de, abi, BERUFETV, and PERSPEKTIVE WIEDEREINSTIEG. The footer of the browser window shows the Windows taskbar with various open applications and the system clock at 17:22.

Engineers and IT-Specialists to Germany

Working in Germany – your strategy

Make sure

- You take your time preparing for working in Germany
- Your job search is targeted
- You have excellent application documents available
- You are well prepared for a job interview
- You can prove German language skills at the level required

How do I apply?

Get ready!
We offer online application training, including training for university graduates in particular

<http://www.berufe.tv/weitere-filme/bewerbungstraining/bewerbungstraining-fuer-akademiker/>

Photo is expected

Covering letter: 1 page

Curriculum Vitae

Take ideas from the Europass CV for your own application!

<https://europass.cedefop.europa.eu/cvonline/>



Engineers and IT-Specialists to Germany

About the further process ...

- Please send your CV in English (or in German) by email to incoming1@arbeitsagentur.de
- ZAV will check your documents and decide whether we can help you or not!
- In case you will be supported by us, we will send you our registration form. Please fill out this form and return as soon as possible!
- We will then enter your data into our system, so that our colleagues in Bonn and nationwide can find your profile when they try to fill a vacancy. You might receive job offers by email or regular mail. We need your feedback regarding the proposals and any changes! We could even communicate by video chat!

How do I find a job?

EURES Germany

■ Supports you in looking for a job in Germany. We're waiting for your application. Send your CV to workinggermany@arbeitsagentur.de

■ Federal Employment Agency's Job Exchange (Jobbörse) www.jobboerse.arbeitsagentur.de

■ Job vacancies in German companies can also be found in the EURES portal: <http://ec.europa.eu/eures>

Membership of European networks

Zentrale Auslands- und Fachvermittlung (ZAV)
International Placement Service (ZAV)
Team Incoming
Bonn, Federal Republic of Germany

Hotline: 0049 228-713-2131
E-mail: incoming1@arbeitsagentur.de
www.zav.de/ arbeiten-in-deutschland
www.ec.europa.eu/eures



The Service of ZAV is free of charge!

Engineers and IT-Specialists to Germany

ZAV – International Placement Service



Thank you for your attention !

See you in Germany !

Handout 1

Introduce yourself - prepare a self-display for interviews

- **What is your name?**
- **Which country do you come from?**
- **Which University did you graduate from?**
- **Which subjects did you study?**
- **Which diploma do you hold?**
- **How does your work experience look like?**
- **Are there any special interests or hobbies?**
- **Why are you interested in working in Germany and where do you want to go?**

Handout 2 a

Define your position first

(be sure to be honest to yourself when answering)

Ask yourself:

- **Who am I ?**

What kind of person am I?

Am I shy or self-confident?

Do I like to communicate and do I need contact with others constantly?

Am I a team player or do I prefer to work on my own?

- **What am I able to offer to employers?**

Am I aware of my individual strengths? Beside my technical skills and qualifications do the following soft-skills apply:

- ☐ team orientated
- ☐ open minded
- ☐ reliable
- ☐ stressable
- ☐ questioning
- ☐ adjustable
- ☐ dedicated and pro-active?

- **Do I have skills which make me special?**

Are there any tasks other people would ask me for?

Do they praise me for the quality of what I have done?

Could I share some examples of good jobs I have done?

What kind of skills helped me doing an excellent job?

- **Do I have any deficits?**

Do these deficits affect my career?

Can I go on or do I need professional support?

How can I correct the defects ? Which steps are relevant?

Handout 3

How to promote yourself

- **Please keep in mind:**

Nobody can avoid to communicate when meeting with other people.
You are automatically communicating in various different ways.

Among others there is:

- *physiognomy*
 - *body language*
 - *tone of voice*
 - *gestures*
 - *eye contact*
- Communication is mainly affected by the following:
body language 55%, tone of voice 38%, content 7%

Handout 4c

	Curriculum Vitae	
Personal Data: name, address, d.o.b., sexe, nationality, photo	Personal Information First name/Surname: José RUIZ Date of birth: 13.05.1985 Gender: male Nationality: Spanish Address: Avd. San Pedro 47 20754 DAGANZO-MADRID mobile: +34 784 42 89 07 Email: Jose.Ruiz@yahoo.es Skype: Jose.Ruiz100	<div>your application photo here</div> <div>minimum size 4,5 cm x 6,5 cm</div>
1st section: your recent activity	since 06/2013	in the process of application German lessons (B1) at Goethe Institut, Madrid
2nd section: your different occupations and/or related internships	Work Experience	
	07/2009 - 05/2013	Engineer in the Department of Engineering at Grupo Air, Bilbao, Spain <ul style="list-style-type: none">- Electro-pneumatic/electro-hydraulic automation for industry- Design for electro-pneumatic and electro-hydraulic installations and components according to the customers technical specifications- Supervision of manufacturing order from initial stages of component purchase to completion of assembly- Design of assemblies and components
	10/2008 - 05/2009	Project Development Assistant at SansMotive, San Sebastian, Spain; Machine tools within the automotive and wind energy sector <ul style="list-style-type: none">- Development of the mechanism to position pieces to mechanize- Management and Design of tools- Design and calculation of finite elements for special machine tools
3rd section: all parts of your studies and (academic) training	Education: University Studies	
	10/2003 – 7/2008	Master Studies of Mechanical Engineering at University of Madrid, Thesis: Design of body parts of a racing car reducing the air drag <ul style="list-style-type: none">- Metals and Metal Processing- Fluid Dynamics- Automated Systems- Electrical Power and Machines

Handout 4d

contact info on every further page	José RUIZ - Avd. San Pedro 47 – 20754 Daganzo-Madrid – mobile +34784428907 – Jose.Ruiz@yahoo.es
4th section: High School or other	<u>Education: High School</u> 06/2003 High School diploma at Instituto P. Pascal, Madrid, Spain
5th section: languages and level	<u>Language Skills</u> <ul style="list-style-type: none">- Spanish: native speaker- English: independent language use (B2)- German: basic language use (A2)
6th section: specialised knowledge	<u>Specialised Knowledge</u> <ul style="list-style-type: none">- working with Computational Fluid Dynamics methods- Design of tools used in the production process in the automotive sector- Design of installations and parts of the assembly automation in the industrial area
7th section: all of your IT-skills	<u>Computer Skills and Competences</u> excellent: AutoCAD Mechanical, Solid Edge, CFD, FEM/FVM good: Catia V5, Unigraphics NX, Pro-Engineer, MATLAB, C++, CYPE MS- programs and applications: WIN 7, WIN XP, MS Office (Word, Excel, PowerPoint)
8th section: interests, sports, hobbies	<u>Hobbies</u> Music: composing electronical music Photo: studying photographical techniques and digital image manipulation
location, date and signature	Madrid 27/08/2013 <i>Signature</i>

Handout 5

Application by using a photo

Please make sure that your photo leaves a lasting impression on the employer. Therefore we suggest to make use of a professional photographer.

Please pay attention to the following aspects:

- Usually German employers are expecting business attire
(women: female suit with blouse and maybe a scarf;
men: Jacket, shirt and tie)
- keep smiling while taking the photo and give us a candid look
- either a colour photo or a black and white photo is possible
- minimum size 4,5 x 6,5 cm
- instead of a full-screen view you should prefer posing gently sideways
- avoid any reflex or reflections of an oily skin
- make sure there is a sharp contrast between your face and the background

Handout 6 **Reading the job offer** (IT job offer sample)

Arbeit: Software Developer (male/female) (Informatiker/in (Hochschule))
alternativ: Ingenieur/in - Elektrotechnik, Softwareentwickler/in

Stellenbeschreibung

AVL is the world's largest privately owned and independent company for the development of powertrain systems with internal combustion engines, E-mobility applications as well as instrumentation and test systems.





As center of competence for Powertrain Software-, Function-Development and Systemintegration, AVL Software & Functions at its location Regensburg (Bavaria, Germany) is looking for the following support:

Software Developer (male/female)

Responsibility

- Implementation of hardware-related Software components ("low level software") on embedded systems
- Development and implementation of automotive Powertrain Software based on functional specifications
- Coordination of SW Design and software architecture requirements with OEMs

Your profil

- Study of electrical engineering or computer science  **a must have**
- Experience with real time operating system (for example, OSEK)  **a must have**
- Basic knowledge of software design methods
- Knowledge of programming of hardware-related software components (drivers, etc.) for embedded systems in C, C++  **a must have**
- Communication and teamwork skills
- High analytical and conceptual abilities
- Good English skills  **a must have**
- Personality is more than anything else!

Are you interested? Please provide us your application documents to....

Incoming Kennung ZAV131

The Cover letter

- Please read any job offer carefully and find out about the requirements.
- Anything the employers has indicated as a requirement is a m u s t – h a v e. You should compare skills and qualifications demanded with what you can offer. It would only make sense going on with your application if there was a congruence of 70%.
- Please make sure that you address your application to the appropriate recipient (name, address, position). Usually you will find this information in the job offer.
- Also you should take care that you are only applying the way the employer would want you to apply. If it was by e-mail do it this way.
- Do not forget to provide your contact information and make sure you are available this way any time.
- Cover letters always have to be related to the requirements indicated in the job offer.
- While refering to each single requirement you should explain to the employer why you would consider yourself a suitable candidate.
- You have to prove that each of your (main) qualifications meet the corresponding requirement and to what extend.

Mario Rossi, Via Roma 1, Torino, 12080 (Italy), phone: 0039 388-1234567, e-mail: mario.rossi@gmail.com

don't forget to mention your contact person

Fahrzeugbau Müller
Melanie Middendorf
Personalreferentin
Hauptstrasse. 103
90441 Nürnberg

Torino, February 9th, 2012

Application for a position as an automotive engineer at Fahrzeugbau Müller

Dear Ms. Middendorf,

why am I interested in the company?

Thank you for your e-mail, I am glad to hear that you are interested in my CV. Fahrzeugbau Müller is a very interesting company with international orientation that yields big possibilities for my personal development. I would be delighted to be part of a company that not only sees sustainability as part of its responsibility to the environment but also to its employees and is world-leading in both technology and the culture in the company

my studies and professional background

I finished my Master Studies in Automotive Engineering in Torino the last September. My main focus for my future career lies on the car building sector and especially on the development of new engines. I am very much interested in working with new technologies.

requirements of the offer which I fulfill

I am used to analyse data and treat it meticulously, a field I would like to be working in too. I also have experience with computing languages such as MATLAB, as well as a solid knowledge of office programmes.

my strengths and skills/ reasons to hire me/ advantage for the company

My studies have taught me to be persistent even when the outcome was not obvious. I have learned to assess problems focusing on small details, but without losing the bigger picture. I am always interested in learning new approaches and points of view and am eager to further broaden my horizon. In addition, I believe my international expertise fits with your company's orientation. For all these reasons, I am convinced to be a valuable addition to Fahrzeugbau Müller.

I would be glad to answer any further questions you might have and to be invited to a personal interview.

I thank you in advance for your consideration.

Yours sincerely,

Mario Rossi

Attachments: Curriculum Vitae, Certificates

Handout 6c Sample of a cover letter in German

You RAIMAN · Musterstraße 19 · 45678 Musterstadt · Telefon: 0176/170000 · You.RAIMAN@hotmail.com

GARDENA GmbH
Bereich Personal
Herr Werner Baldauf
Hans-Lorenser-Str. 40
89079 Ulm

Musterstadt, den 3. Februar 2011

Bewerbung als Junior Qualitätsingenieur / Ihre Website vom 3.02.2011

Sehr geehrter Herr Baldauf,

Ihre Stellenanzeige hat mich neugierig gemacht, weil mich die Aufgaben im Bereich Manufacturing Quality für Ihre Markenprodukte sehr interessieren. Zudem stellen Ihre Angebote zu Fortbildung und Förderung - für einen jungen Maschinenbauingenieur wie mich am Beginn der beruflichen Karriere - ein attraktives Angebot dar. Gerne möchte ich die Produktion in der Qualitätsplanung Ihres internationalen und innovativen Hauses tatkräftig unterstützen.

Ich bin 27 Jahre alt und habe mein Studium an der Hochschule Bonn-Rhein-Sieg mit dem Schwerpunkt Mechatronik im September 2010 erfolgreich abgeschlossen. In meiner Diplomarbeit am Fraunhofer-Institut für Produktionstechnologie in Aachen habe ich mich mit dem Thema Prozessüberwachung bei der Polierung von Flächen in optischer Qualität mit Labview beschäftigt. Mit den gängigen Qualitäts- und Problemlösungsmethoden wie 8D und APQP habe ich mich im Rahmen meines Studiums vertraut gemacht.

Während meines Praxissemesters in der Abteilung Entwicklung & Konstruktion der Firma Numatics konnte ich meine Kenntnisse im Bereich Konstruktion weiter ausbauen. Dabei habe ich mit dem Programm Auto-Desk Inventor verschiedene Baugruppen und Einzelteile in 2D und 3D gezeichnet. Weiterhin verfüge ich über sehr gute Kenntnisse in Englisch.

Ich bin es gewohnt, selbständig und im Team zu arbeiten. Meine Aufgaben plane und erledige ich systematisch und sicher, wobei meine gute Organisationsgabe hervorzuheben ist. Auch unter Zeitdruck arbeite ich stets termingerecht und liefere optimale Ergebnisse. Neuen Aufgabenstellungen bin ich durch meine gute Auffassungsgabe schnell gewachsen.

Meine Gehaltsvorstellungen liegen zwischen 38000 und 42000 Euro im Jahr. Gerne stehe ich Ihnen als Junior Qualitätsingenieur zur Unterstützung Ihres Teams ab Mitte Februar 2011 zur Verfügung.

Auf eine Einladung zum Vorstellungsgespräch freue ich mich.

Mit freundlichen Grüßen

You Raiman

Anlagen
Lebenslauf
Zeugniskopien

Handout 7

Useful for cover letters and interviews with employers:

What does an engineer/ an IT-expert need?

Describe y o u r characteristics, qualities, abilities and soft-skills!

In German (Deutsch)	In English	Your comments
Fachkenntnisse	Expertise, professional expertise, expert knowledge	
EDV-Kenntnisse	Computer literacy	
Fremdsprachkenntnisse	Knowledge of foreign languages, ability to speak foreign languages	
Kompetenz	competence	
Know-how	Know-how	
Erfahrung	experience	
Projektmanagement	Project management	
Methodenkenntnis	Methodological competence	
Analysefähigkeit	Analytical ability	
Lösungsorientierung	Solution-oriented, resultsoriented	
Logisches Denken	Logical reasoning	
Kreativität	creativity	
Genauigkeit/Präzision	precision	
Unkonventionelles Denken	Unconventional thinking	
berufliche Karriere	(professional) career	
Flexibilität	Flexibility	
Motivation	Motivation	
Zielstrebigkeit	Determination	
Durchhaltevermögen	Endurance, staying power	
Stressresistenz	Stressable, resistant against stress	
Entscheidungsfähigkeit	Decision-making ability, decisiveness	
Durchsetzungsvermögen	Ability to get things done, assertiveness	
Verantwortungsbewußtsein	Sense of responsibility	
Teamfähigkeit	Teampayer, ability to work in a team,	
Soziale Kompetenz	Social skills	
Berufserfahrung	Workexperience, professional experience	
Pünktlichkeit, pünktlich sein	Punctuality, to arrive on the dot	

Handout 8

The Job Interview

1. Preparation for the interview

Preparation aspects regarding the vacancy:

- collect information on the company (info at the company's website, read press releases, ask the press department for annual reports, try to find out if the company has been rewarded for innovations)
- read the job offer carefully again
- read newspapers, listen to radio or TV news (Information on current political events)
- prepare yourself so you yourself could ask some questions (perhaps ask for longterm plans of the company or if they are going to expand business, create new products and look for new markets)
- be sure to know what minimum annual salary you should earn

Preparation aspects regarding you as a candidate:

- start travelling early enough, maybe arrive the day before and stay overnight so you are relaxed – because being punctual is a must !!!
- usually business attire would be required
- look for your clothes early enough (do your clothes need to be cleaned or repaired? Does your jacket still have all its buttons?)
- Do you need to visit the haircutter? (make sure you look like the photo on your application documents)
- avoid sweat or sweat covered palms, maybe use a DEO
- make sure to have some cash for a coffee in case you would have to wait, carry a small snack with you (like a chocolate bar) to calm your nerves
- prepare for traffic jams which might occur, find out about alternative routes or alternative train connections

Handout 8

The Job Interview

1. Employers might ask you questions regarding these sectors:

- career, professional training, further education
- the motivation for your application
- your readiness for duty
- your professional competences/skills and your aptitude
- your individual background (family, social life)

2. You might have to face some of these main questions:

- Could you please tell us about yourself?
- Would you please describe your personality?
- Would you please tell us about your strengths and weaknesses?
- Do you have any information concerning our company?
- Why did you apply for this position? Are there any expectations?
- Why are you interested in working for our company?

3. Further possible questions:

- Why did you decide studying that special subject of study?
- Did you gain experiences which are appropriate for the position you applied for?
- Tell us about your career management? Where do you see yourself five years from now?
- Which way do you think you can contribute to the results of our company?
- Are you able to work under pressure?
- Would you please name three successes you could achieve to date?

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