

Partnership of
Universität Hamburg and DESY

How to apply successfully

Lecture for Pier: Partnership for Innovation, Education und Research

22.09.2023

Claudia von Schultendorff



Structure

1. Analysing yourself
2. Research/how to get informations for the application
3. Kind of applications
4. Requirements for an application
5. Letter of application
6. Curriculum Vitae (CV)
7. Differences in applying for jobs within or outside academia
8. Online application
9. Characteristics of other countries
10. Job-Interview
11. Some difficult questions
12. Questions to the organization
13. Assessment-Center

1. Analysing yourself



What are you good at?

- self-perception
- what do other people think of you

→ analyse yourself





1. Analyse yourself

- what is the focus of your education
- what sort of work experience do you have
- what are your strenghts
- what should you improve
- do you like to be part of a team or are you a lone fighter
- do you succeed in motivating yourself
- what are your requirements? What do you expect from the job/company





Question:

Which job suits you??



2. Research/how to get informations for the application



- industrial placement
- fairs and expositions
- conferences
- internet
- media/social networking
- recruitment firms
- temporary agencies (employee leasing, employment services)



Survey



What percentage of all job vacancies are advertised publicly?

- 10 %
- 20%
- 30%
- 40%
- 50%

Question:

Where do you find jobs?



Where to find a published job advertisement

e.g.

- homepages of companies
- app for job ads

ALPHA

8 neue Jobs gefunden

[Personale Generalista/HR Allrounder come HUMAN RESOURCES BUSINESS PARTNER 60% \(f/m\)](#)
Mooser & Partner AG, Vicino Lugano
30.06.2019

[Kaufmännischer Allrounder / Sachbearbeitungs-Spezialist als MARKETING-ASSISTENT \(w/m\)](#)
Mooser & Partner AG, Thun
30.06.2019

[Kaufmännische Spezialistin / Finanz-Allrounderin als FINANCIAL TEAM ASSISTANT](#)
Mooser & Partner AG, Zug
30.06.2019

[Bau- und Projektleiter/-in Basel](#)
ProSearch AG, Basel
30.06.2019

[initiativer Treuhänder als Standortleiter Basel](#)
ProSearch AG, Basel
30.06.2019

[Senior Kundenberater/-in Private Banking mit Assistent/-in in Basel](#)
ProSearch AG, Basel
30.06.2019

[Specialist Test Planning](#)
Ypsomed AG, Burdorf
01.07.2019

[Unternehmens- und Personalberater](#)
oprandi & partner ag, bern, Ganze Schweiz
01.07.2019

Stepstone
Yourfirm
unicum
e-fellows
squeaker.net
Stellenwerk
Jobware
regio-jobanzeiger
XING
stellenanzeigen.de
academics.de
research gate

...

monster
experteer
kimeta
Indeed
greenjobs
gigajob
stellenonline
yourfirm
LinkedIn
jobvector
Jobijoba

3. Kinds of applications



- solicited application
- unsolicited application
- connections/networking

How to present yourself online



The LinkedIn profile of Claudia von Schultendorff is displayed. The header features a dark blue banner with the 'von Schultendorff ACADEMY' logo and a circular profile picture of Claudia with the hashtag #OPENTOWORK. Below the banner, her name and title 'Geschäftsführerin, Trainerin, Coach der von Schultendorff Academy GmbH' are shown, along with her location 'Stockach, Baden-Württemberg, Deutschland' and contact information. The profile includes buttons for 'Offen für', 'Profil ergänzen', and 'Mehr'. Two service boxes are visible: 'Offen für Jobangebote' and 'Serviceleistungen'. The 'Analysen' section at the bottom provides statistics: 53 Profilansichten, 654 Beitrag-Impressions, and 4 Mal in Suchen erschienen.

The XING profile of Claudia von Schultendorff is shown. The header has a dark blue banner with the 'von Schultendorff ACADEMY' logo and a profile picture. The profile title is 'Claudia von Schultendorff' with a 'Visitenkarte bearbeiten' button. The profile is marked as 'Premium' and 'ist verfügbar'. The experience section lists: 'Inhaberin, Geschäftsführerin, Trainerin, Coach, von Schultendorff Academy GmbH'; 'Selbstständig, Selbständig, Claudia von Schultendorff Training, Beratung und Coaching'; 'Abschluss: Dipl.-Kauffrau, Universität Köln'; 'Bis 2013, Fachreferentin für Personalentwicklung, badenova AG & Co. KG'; and 'Bis 2020, Trainerin für Führungskräfte und Mitarbeiter, Vetter Pharma Fertigung GmbH & Co. KG'. The location is 'Stockach, Deutschland' and there are 301 contacts.



4. Requirements for an application

→ make your application more memorable

- A Attention
- I Interest
- D Desire
- A Action



4.1 Basics for the documents



comply with the standards

- no faults in orthography
- attractive layout
- right order of documents





4.2 Documents

- letter of application/motivation letter
- cover sheet (possibly)
- CV/resume
- photo
- publications
- references
- additional qualifications
- certifications





5. Letter of application

Typical structure

- letterhead
- receiver
- date
- reference line
- address/salutation
- text
- signature

SALES COVER LETTER

your.name@gmail.com | 0000 XXX-XXXX
142 Your Address Blvd, City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]
[341 Company Address]
[Company City, State xxxxx]
[xxxx xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.]{Manager's Name},

Please accept my application for the Senior Sales Representative position on [Webster's Name]. After reading the job description, I am confident that I would be a perfect fit for this role, as my experience and abilities precisely match your requirements.

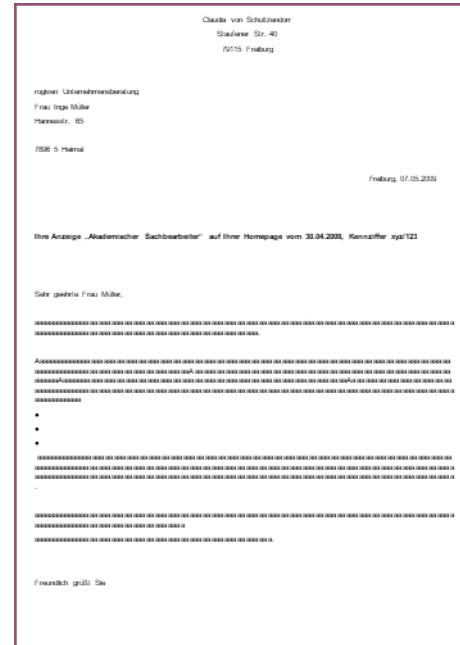
I am a sales-oriented professional with expertise in client relationship management, customer satisfaction and retention, and people management. I possess acute business knowledge, and I have experience contributing to strategic planning while delivering improvements in processes, productivity, and costs. As a Sales Manager for Long & Thompson Real Estate, I currently supervise a sales team of 7 members, maintain profit objectives, and analyze future trends.

In all the roles that I have held, I have fostered strong relationships with customers and strategic associates. Working as a Sales Assistant with TRP Insurance Company, I exceeded all my targets. I simultaneously gained respect from staff and management through effective communication and liaison. I was awarded an "Outstanding Achievement" trophy for my willingness to perform an active and hands-on role in every duty associated with the position.

My references will be happy to discuss my positive attitude and strong work ethic. Thank you for your time. I look forward to discussing my application further in an interview.

Sincerely,

[Your Name]



Ann Smith Administrative Assistant

Thursday, March 15, 2018

Jacqueline Jackson
HR Manager
Acme, LTD
350 5th Ave
New York, NY 10118

Dear Jacqueline,

As a longtime fan of Acme's company culture and products, I was excited to see the opening for an administrative assistant. With my lengthy experience as an administrative assistant with Fancy Malls, I know I can use my skill set and knowledge to become a valuable member of the Acme team.

In my current position with Fancy Malls, I've had many responsibilities and achievements that would serve me well in a role at Acme. Fancy Malls has a similar business structure and product lineup to those at Acme, so I believe I would make a smooth and quick transition. On top of that, my invoice management and directory maintenance were leading performance boosters for the company, and I'm sure that I could achieve similar results at Acme, such as:

- I saved \$3,000 a year in office supplies after negotiating a new deal with the current supplier.
- I increased sales by 7% after implementing an automatic follow-up approach using a CRM program.

Obtaining the administrative assistant position at Acme would be my dream come true. I've long been a fan and personal user of several of your products. In fact, Acme's unique company culture is what prompted me to seek more challenging work. Though I love being in charge of a company's multicausal office support, there is no other office that would make me as happy to work for. I know, should I be honored with the position, that I'd be the envy of my circle of friends!

I would eagerly welcome the opportunity to discuss your current administrative objectives and show you how my successes at Fancy Malls can translate into growth for Acme.

Sincerely,

Ann Smith

P.S. - I'd love the opportunity to sit down with you and go over how I can bring similar results to the 20% cost savings I achieved at Fancy Malls to the Acme office, as well.

Personal Info

Address
7420 S Hobart Blvd
Los Angeles, CA 90047

Phone
774-987-4008

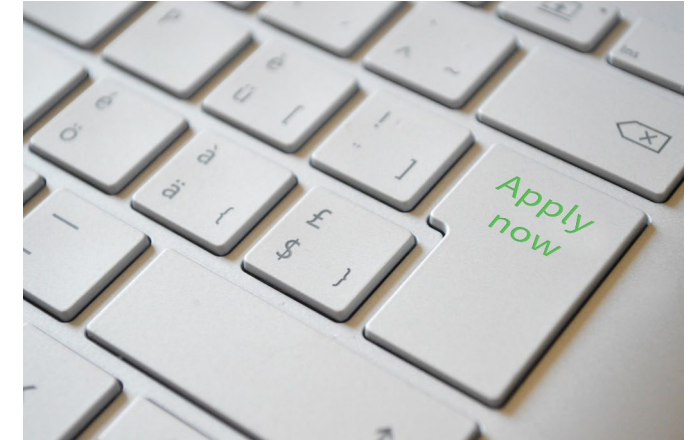
Email
a.n.smith@gmail.com

LinkedIn
linkedin.com/in/asmith

How to write a letter of application




- your skills/abilities
 - your motivation for the job and the organization/company
 - fulfilment of requirements
- do not repeat the advertisement



Optional: Cover sheet (mostly in Germany, Switzerland, Austria)



Application



Claudia von Schultendorff
Am Buchbühl 19
78333 Stockach
Tel.: 01799751744
E-mail: training@schultendorff.com



BEWERBUNG
als Social Media Manager

BEN MUSTER
ABC-Gasse 123
12345 Berlin

☎ 0155512345678
✉ ben.muster@mail.de
🌐 www.benmuster.de

Anlagen: Lebenslauf,
Zeugnisse, Referenzen



BEWERBUNG VON
Marja Mustermann

ALS CONTROLLERIN - JobID 123456

Anlagen

Kontakt:
mail@mustermail.de
12345 / 12345
Beispielstraße 7
12345 Beispielstadt

6. Curriculum Vitae (CV)



- basic requirements
- tabular
- computer written

MUSTERALLEE 15
0815 MUSTERHAUSEN, GERMANY
PHONE: +49 1517X XXX XXX
ANNA.MUSTER@CURRICULUM.DE

Curriculum Vitae
ANNA MUSTER

PERSONAL PROFILE

Creative Frontend Development Professional with advanced knowledge in coding and strong leadership skills, more than two years experience in developing high end web applications and project management, proven ability of efficient and consumer oriented planning.

OBJECTIVE

Successfully getting hired in a challenging senior web development position at one of the fastest growing digital agencies in the UK

SKILLS

Java	*****
PHP	*****
C++	*****
Basic	*****
Ruby	*****
German	Native
English	C2
French	C1

ACTIVITIES

- Volunteer at Oxfam: Supporting the local branches' web designers
- Basketball: Playing in the "Berlin Baskets" women's team
- Trained for Berlin Marathon with my brother and participated in 2014 with an under 4 hours result
- Was away in Pyrenees for one month learning mountain survival skills and rapid descents in case of danger

EXPERIENCE

TEAM LEAD FRONTEND DEVELOPMENT
Data GmbH, Berlin, Germany

- Established and lead the frontend development team of 4; increased output by 25% in 6 months
- Planned and relaunched corporate web presences of 3 multinational companies

FRONTEND DEVELOPMENT
Carex SE, Cologne, Germany

- Took the lead of a frontend development team of 3 and increased revenue by 12% in one year
- Established new work procedures within the mother company which are still used today

WEB DESIGN INTERNSHIP
Carex SE, Cologne, Germany

- Got acquainted with pretty much all modern technologies used in web design and development

EDUCATION

MASTER OF ENGINEERING IN COMPUTER SCIENCE
University of Musterstadt, Germany

- Final grade: 1.5 (approximate equivalent: A)
- Among the best 20%

HIGHER EDUCATION ENTRANCE QUALIFICATION
Hans Muster Gymnasium, Musterstadt, Germany

- Final grade: 2.0 (approximate equivalent: B)

REFERENCES

JAN MUSTERMANN
CIO at Carex SE
Musterstrasse 10, 10969 Musterstadt, Germany.
Phone: +49 934 543627; j.mustermann@carex.de

MICHAEL MUSTERMANN
Professor at University of Musterstadt
Musterstraße 10, 10969 Musterstadt, Germany.
Phone: +49 934 543627; mustermann@m-univierstaet.de



::: Lebenslauf

::: Persönliche Daten

Vor- und Zuname: Bettina Bilderbuch
 Adresse: Müllerweg 99
 41464 Neuss
 6. Mai 1989
 deutsch
 Geburtsdatum: 1609
 Familienstand: ledig
 Eltern: Claudia Bilderbuch, geboren am 17. März 1950,
 Bertold Bilderbuch, geboren am 19. Januar 1958,
 Lehrer

::: Schulausbildung

1994 bis 1998 Dreikönigen Grundschule, Neuss
 seit 1998 Alexander-von-Humboldt Gymnasium, Neuss
 voraussichtlicher Abschluss: Abitur 2007

::: Praktische Erfahrungen

Juni bis August 2005 Eiscafé „Stracciatella“, Neuss, Service-Aushilfe
 Oktober 2005 Commerzbank AG, Neuss, Praktikum
 in der Abteilung „Wertpapiere“
 März 2006 Evangelischer Kindergarten, Neuss, Praktikum in
 der Kinderbetreuung

::: Besondere Kenntnisse

::: PC-Kenntnisse (MS-Office, Adobe Photoshop)
 ::: Sprachen: Englisch (fließend) und Französisch (Grundkenntnisse)

::: Interessen

::: Lesen, Musik (Ich spiele Gitarre in einer Band und habe Bühnenerfahrung.)
 ::: Tischtennis (früher im Verein), Fitness

Neuss, 3. August 2006

B. Bilderbuch



6. Curriculum Vitae (CV)

Structure

- name and adress (in case you don't use a letterhead)
- Personal Profile (if you want)
- photo (depends on the country)
- personal data (depends on the country)
 - date and place of birth
 - nationality
 - family status

6. Curriculum Vitae (CV)



CV/Resume with Personal Profile

CV **Erika Mustermann**
Hauptstraße 1, 12345 Musterstadt, Germany
phone: +49 172 333444, e-mail: erika.mustermann@mail.de

Personal Profile
A motivated, adaptable and responsible graduate seeking an entry-level position which will utilise the organisational and communication skills developed through my involvement with promotional work during vacations

Career Objective
To acquire the position of a junior sales manager and upgrade my knowledge in sales.

Work Experience

01/2013 – 06/2013	Intern at Phantasie GmbH in sales Served as Sales Assistant to Corporate Sales team, including developing of marketing plans, negotiating costs and placement
07/2012 – 06/2013	Student Employee at Beispiel GmbH Worked as shop assistant

Education

10/2011 – 04/2014	Bachelor of Arts in Business Administration at Karl University, Musterstadt, final grade: 1,9 Major subject: Business Administration Bachelor's thesis: Olfactory marketing The influence of scents on consumers' buying behaviour.
08/1998 – 06/2011	Abitur at Städtisches Gymnasium Musterstadt Abitur (equivalent to A-level), final grade: 1,5

Skills

Language	English (Fluent, TOFEL ibt 110/120 points) French (good)
Computer	MS Office (very good) Wordpress (very good) Photoshop (good)

Interests

Blogging	I have been blogging about fashion for three years now. My blog erika's fashion has almost 10. 000 followers.
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References

Hans Peter Müller	Head of the sales team at Phantasie GmbH, contact: hp.mueller@phantasie.de
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6. Curriculum Vitae (CV)



- **PhD**
- **studies**
 - main subject
 - university
 - other subjects
 - theme of thesis (if important for application)
 - examination with date and title



6. Curriculum Vitae (CV)



- work experience
- apprenticeship
- industry placement
- military service/ social work
- school

→ actual dates first



6. Curriculum Vitae (CV)

- further education/qualification
- stays abroad
- languages
- special abilities
- voluntary service
- interests
- place, date, signature (depends on the country)



6. Curriculum Vitae (CV)



info grafics:



Katrin Winter

10. Oktober 1991
 Kaiserstraße 1
 1010 Wien
 T +43 850 123 45 67
 E katrin.winter@email.at

Berufserfahrung

- 02/2019 – **jetzt** **B2B Marketing Manager, Stepcorpany, Wien**
 Selbstständige Organisation und Betreuung von Messen und Kundenevents, Aufbereitung von Sales- und Marketing-Materialien
 - 02/2018 – 01/2019 **Marketing Assistenz, Stepcorpany, Wien**
 Abwicklung und Durchführung diverser Kundenprojekte, Einholung von Angeboten und Recherche von Give-Aways
 - 11/2017 – 01/2018 **Mitarbeiterin im Sales Support, FIRMCO, Wien**
 Bearbeitung von Ausschreibungen, Schnittstelle zwischen Vertrieb, Konstruktionsabteilung, Produktion & Einkauf
 - 11/2015 – 10/2017 **Office Managerin, POWERFIRM, Wien**
 Verantwortung für Büroeinheiten, Klassische Assistenzaufgaben wie die Reise- und Terminkoordination, Korrespondenz
- ### Ausbildung
- 02/2011 – 09/2016 **WU Wien**
 Wirtschafts- und Sozialwissenschaften, Schwerpunkt Marketing, Abschlussarbeit: Marktorientiertes Business Development
 - 02/2008 – 05/2011 **HAK I, Vienna Business School**
 Spezialgebiet: Marketingmanagement

Qualifikationen

- 2019 **Ausbildung Grafikdesign, Webeakademie Wien**
- 2018 **Online-Marketing Basis-Lehrgang, Online Marketing Forum, Wien**

Kenntnisse

- Microsoft Office** Ausgezeichnet
- Adobe Creative Suite** Ausgezeichnet
- HTML / CSS / CMS** Fortgeschritten

Sprachen

- Englisch**
- Spanisch B2**
- Italienisch B2**

Interessen

Fotografie, Reisen, Bergsteigen, Höhlentauchen

Wien, 19. Jänner 2020, Katrin Winter

NAME HERE



EXPERIENCE

- Company name | Job title**
 [Date from]-[to]
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
- Company name | Job title**
 [Date from]-[to]
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.
- Company name | Job title**
 [Date from]-[to]
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation.

INTERNATIONAL EXPERIENCE



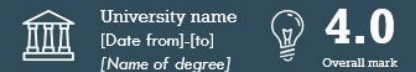
SKILLS



LANGUAGES



EDUCATION



ABILITIES

- SOCIAL MEDIA MARKETING**
- TEAM MANAGEMENT**
- GRAPHIC DESIGN**
- WEBSITE DEVELOPMENT**

YEARS OF EXPERIENCE

- 8**
- 10**
- 7**
- 3.5**

- [www.website.com]
- [Email@email.com]
- [Phone number]

6. Curriculum Vitae (CV)



KATRIN WINTER

Geburtsdatum: 10. Oktober 1991

Kaiserstraße 1
1010 Wien

+43 650 123 45 67
katrin.winter@email.at

Berufserfahrung

02/2019 – jetzt **B2B Marketing Manager**
Stepcompany, Wien
Selbstständige Organisation und Betreuung von Messen und Kundenevents, Aufbereitung von Sales- und Marketing-Materialien

02/2018 – 01/2019 **Marketing Assistenz**
Stepcompany, Wien
Abwicklung und Durchführung diverser Kundenprojekte, Einholung von Angeboten und Recherche von Give-Aways

11/2017 – 01/2018 **Mitarbeiterin im Sales Support**
FIRMCO, Wien
Bearbeitung von Ausschreibungen, Schnittstelle zwischen Vertrieb, Konstruktionsabteilung, Produktion & Einkauf

11/2015 – 10/2017 **Office Managerin**
POWERFIRM, Wien
Verantwortung für Büroeinheiten, Klassische Assistenzaufgaben wie die Reise- und Terminkoordination, Korrespondenz

02/2011 – 09/2016 **Ausbildung**
WU Wien
Wirtschafts- und Sozialwissenschaften, Abschlussarbeit: Marktorientiertes Business Development

02/2006 – 05/2011 **HAK I, Vienna Business School**
Spezialgebiet: Marketingmanagement

2018 **Institut für Fach- und Führungskräfte, Frankfurt**
Seminar Produktmanagement

Webeakademie Wien
Ausbildung Grafikdesign

2017 **Online Marketing Forum, Wien**
Online-Marketing Basis-Lehrgang

Wien, 19. Jänner

Katrin Winter

Marketing Assistenz

10. Oktober 1991

0650 123 45 67

k.winter@email.at

Kaiserstraße 1
1010 Wien

Ausbildung

02/2006 – 05/2011 **Spezialgebiet Marketingmanagement**

02/2011 – 09/2016 **MBA Schwerpunkt Marketing**

02/2011 – 09/2016 **Wirtschaftsuniversität Wien**

2018 **Online Marketing Forum, Wien**

2019 **Ausbildung Grafikdesign**

2019 **Werbeakademie Wien**

2018 **Basis-Lehrgang Online Marketing**

Berufserfahrung

02/2018 – jetzt
Marketing Assistenz
Stepcompany, Wien

Abwicklung und Durchführung diverser Kundenprojekte, Einholung von Angeboten und Recherche von Give-Aways

11/2017 – 01/2018
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FIRMCO, Wien

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11/2015 – 10/2017
Office Managerin
POWERFIRM, Wien

Verantwortung für Büroeinheiten, Klassische Assistenzaufgaben wie die Reise- und Terminkoordination, Korrespondenz

Skills

Englisch

Spanisch

Photoshop

Microsoft Office

Interessen

7. Differences in applying for jobs within or outside academia



- topic of motivation
- publications
- conferences and poster

→ all other points can be used in the same way

8. Online application



- same requirements as for conventional application
- if there is no reactions: ask for it
- save data with common programmes (pdf)

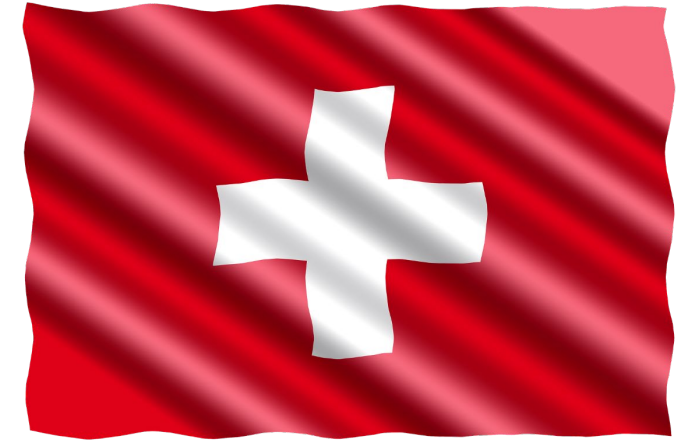




9. Characteristics of other countries

- **Switzerland**

- Letter of application
- Cover sheet
- Curriculum vitae with personal data, signature and date
- Photo
- Diploma
- Certificates





9. Characteristics of other countries

• Austria

- Letter of application
- Cover sheet
- CV with personal data, signature and date
- Photo in very good quality
- Diploma
- Certificates
- Please pay attention to the language: do not appear arrogant





9. Characteristics of other countries

- **England**

- Application letter
- CV (no signature and date)
- No personal information
- No diploma
- No certificates of employment
- No photo

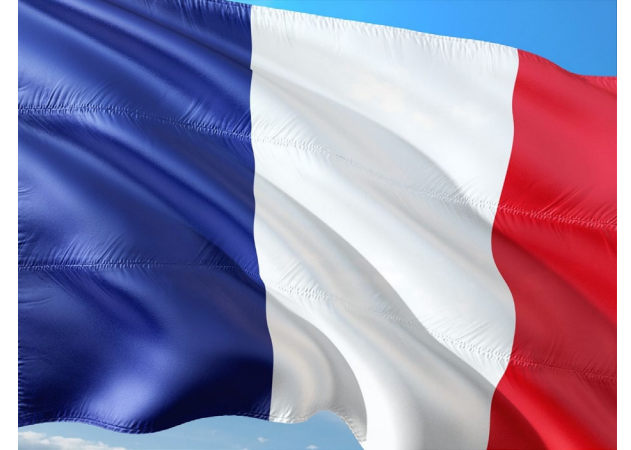




9. Characteristics of other countries

- **France:**

- CV + LM (CV and letter of motivation)
- No certificates of employment
- No diploma
- If not digital: no folder, often loose papers





9. Characteristics of other countries

- **Italy:**

- Only CV and application letter/letter of motivation
- No diploma
- No certificates of employment
- No photo





9. Characteristics of other countries

- **Netherlands**

- In English or Dutch
- Application letter
- CV (no signature and date)
- No personal information
- No diploma
- No certificates of employment
- No photo





9. Characteristics of other countries



• Skandinavia

- Application letter/letter of motivation and CV in the language of the country (English is accepted)
- No signature and photo
- Diploma and certificates of employment in English or translated in the language of the country



9. Characteristics of other countries



- **Poland**

- Application letter/letter of motivation and CV in Polish
- No diploma and certificates of employment
- Very individual application



9. Characteristics of other countries



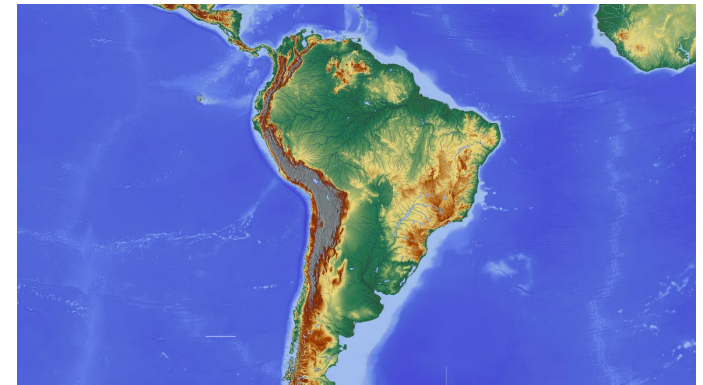
- **USA**
 - Call the company before applying
 - Application letter naming the contact person, mentioning experience and ambitions
 - Resume without personal data with special emphasis on soft skills and successes, only one page if possible
 - Possibly a "transcript" that contains all courses and grades taken
 - No photo
 - No diploma and job references
 - "Complete dossier" is only available on request



9. Characteristics of other countries

• South America

- CV in the respective national language
- Letter of application / letter of motivation
- No diploma and job references
- Personal contacts are crucial





10. Job-Interview

Preparation

- Exact knowledge of the announcement
- No alcohol
- Relaxation exercises





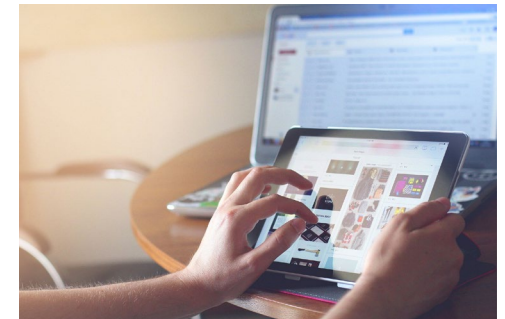
10. Job-Interview

What can you do in order to be well prepared for a job interview?



10.1 Personal interview

- Timing
- Outfit
- Personal hygiene
- Writing case or tablet





Telephone call/online

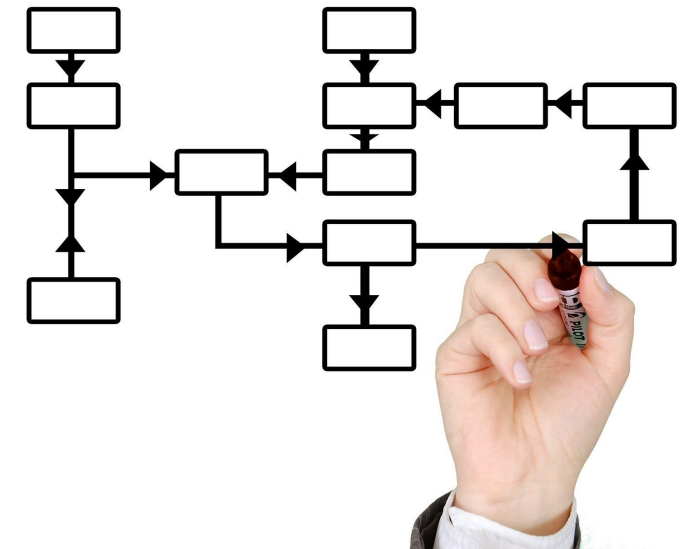
- Be well prepared with all documents
- Open the company's homepage
- Take time
- The questions are the same as in a personal interview





10.2. Structure of interviews

- Warming-up
- Informations about the organization
- Questions to the applicant
- Informations about the job
- Questions of the applicant
- Salary requirement

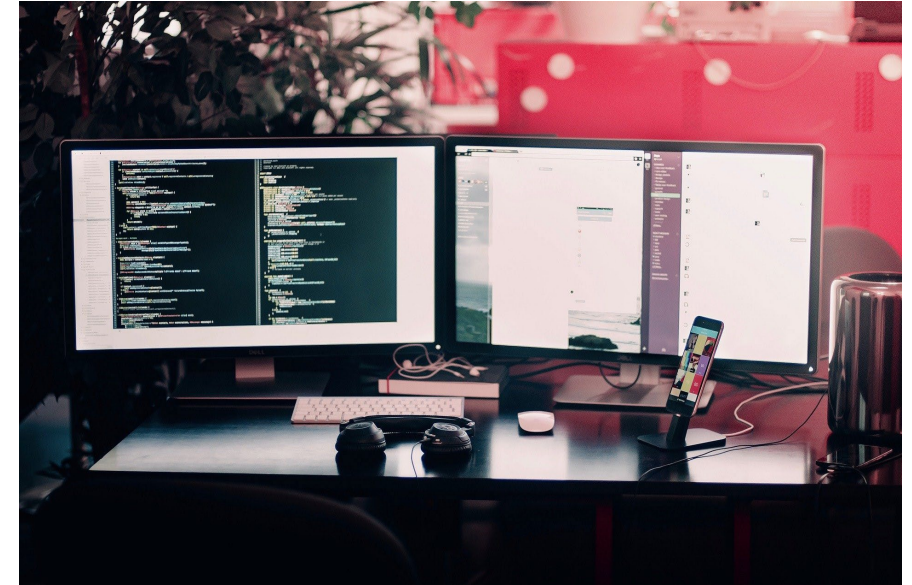




10.3. Topics

- **Activity**

- Ability to work under pressure
- Creativity
- Motivation
- Entrepreneurial thinking





- **Personal development**

- Willingness of learning
- Willingness of self-reflexion
- Goals
- Integral thinking
- Out of the box-thinking





• **Communication**

- Ability to communicate
- Conflict management
- Ability to cooperate
- Ability to work in a team
- Openness





Some questions

- How would you describe yourself as person?
- Tell me about your interests
- Tell me about your goals for the next 5 years
- Which are your strenghts and which your weaknesses?
- Tell me about your worst failure
- Did your always decide in the right way?
-





Dealing with weaknesses: 4 steps

1. Name a weakness (e.g. impatience)
2. Why is it a weakness for me (sometimes I put too much pressure on myself and others)
3. What do I do about this weakness (I went to a time management seminar, since then I have been working with deadlines and have a better grip on my time)
4. First successes (I am achieving my goals more and more in peace, my team knows its goals and deadlines and can organize itself well)



11. Some difficult questions

- Church, party, trade union
- Financial circumstances
- Criminal record
- Pregnancy and family planning
- Illness





12. Questions to the organization

- How long does this job exist?
- Which are the main tasks on the job?
- Who will be my colleagues?
- Who would I report to?
- Does exist a job description?
- Does exist a familiarization phase?
- What kind of social benefits exist?
- What training will I do, if any?





13. Assessment Center (AC)

Group selection process

Typical exercises:

- One stands in front of the others

e.g. presentation exercise

→ CV, product presentation,
PhD-thesis,...





- **Everyone alone**

e.g. Mail basket

→ Make decisions, coordinate appointments, work under time pressure



- **Everyone for him/herself**

e.g. group discussion

→ With and without role play





- **One against all the others**

e.g. role playing game

→ Communicate unpleasant decisions





How to apply successfully





Thank you for your attention!



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