



Erasmus+



Finding a job in Germany...

... normally comprises the following steps:

- 1) Finding a vacancy
- 2) Written application
- 3) Assessment Centre and/ or Interview
- 4) Probationary period

Finding a vacancy

Job vacancies are normally published on the website of the respective company. More often than not, they will also be printed in the daily newspapers. Job centers are another source of information when searching for a job and personal contacts, of course, may be helpful, too. For the most part, applications are sent as a response to a specific job offer but in some cases applying on the off chance can be successful as well. In the latter case, make sure that you can sufficiently explain why you are applying in this way.

Written application

A written application, consisting of a letter of application, a CV and some references/ testimonials or letters of recommendation, is customary. The letter of application should be no longer than a DIN A4 page and it must be targeted precisely at the company you are going to send it to. Therefore, it is important to get detailed information about the vacancy which can also be asked for by phone. In the letter, you also have to point out why you think you are suitable for the position that is offered.

Adding a photo to your CV is not obligatory; nevertheless, most employers prefer to have it. Apart from that, great importance is attached to accuracy in spelling and a neat and tidy overall impression of the complete file. In case you send your application by e-mail, it is recommended that you send your covering letter, CV, photo and references all in one document.

Assessment Centre and/ or Interview

Nowadays, many companies invite the applicants to a so-called assessment centre prior to a personal interview. The more skills a job requires, the more likely you will have to show your interpersonal skills and allow some insight into your personality during a day of role plays and presentations together with other applicants. If you make a good impression on that day, the

company will send you an invitation for an interview which you will probably attend on your own, i.e. no other applicants will be present at the same time. When receiving the invitation please confirm the appointment.

On the day of the interview, it is essential that you arrive on time. The way you present yourself at this meeting will be scrutinized, so pay attention to your clothing, hairstyle, body language, eye contact and the way you express yourself. Eye-catching jewellery is to be avoided and, in general, you should dress in line with the business and the function you are applying for.

Interviewers will expect you to shake hands when greeting each other. Please make sure that your mobile phone is switched off. You should also be prepared to ask questions to prove your motivation to get the job but be careful not to criticise things or people. If you are offered a drink (non-alcoholic!) feel free to accept.

The interview usually takes about an hour but it may vary. It consists of an introduction, the questions by the company's representatives and the applicant's questions. At the end, some more information about the application procedure and the time taken to inform the applicant of the company's decision is given. Please refrain from getting in touch with the company before that period of time has elapsed.

Probationary period

Some companies may ask you for a one-day trial period prior to offering you a work contract. You should not refuse this invitation/ request. After having signed a contract probationary periods vary and may last up to six months or – on rather few occasions – even longer.

Further information

If you would like to find out more about the application procedure in Germany and current job offers, you can have a look at the following links.

www.zav.de

www.eures.europa.eu

www.arbeitsagentur.de

www.makeitgermany.de

www.rausvonzuhause.de

www.europass-info.de