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APPLY. BUT DO IT RIGHT!

Your guide for the application process.



DO YOU HAVE AN OVERVIEW?

It is important to keep an overview during the application phase. Imagine you receive a call from a recruiter and can't remember any more which company it is. Are they from the automotive industry or from medical technology...

You can easily spare yourself this really embarrassing moment and secure your dream job.

With our tips we make you fit for your job search.

Inform yourself in advance by telephone about the advertised position.

During this initial talk you will learn which aspects of the job advertisement the recruiter especially values.



Check if your application was received.

Respond quickly to inquiries from the companies.

Also check your spam folder.

Check your e-mails every day.

After two weeks without feedback, you can inquire about the status of your application.

Create an application overview for yourself.

<i>Company</i>	<i>Position</i>	<i>Source</i>	<i>Application on</i>	<i>Inquired on</i>	<i>Job-Interview on</i>	<i>Acceptance/Rejection on</i>

FIND THE RIGHT SPEECH.

You can impress with the motivational letter – whether for a permanent position or an internship.

Answer the following questions in your motivational letter in any case.

Another bit of advice:
Know the rules of writing and design according to DIN 5008.

How did you hear about the job advertisement?

Why exactly are you the right person for the job?

What professional and personal skills do you have?

Demonstrate your skills with descriptive examples.

When can you start the job?

Why do you want to work for this company?



Is it a compulsory or voluntary internship?
Would you like to combine both?

How long should the internship last?

What are your salary expectations?

THE CV.

The facts matter here – your CV must be meaningful. The best thing to do is to make it anti-chronological.

- Your personal data
 - Show yourself with a current and professional application photo.
 - List your work experience and internships with the company name, position and main activities.
 - Education/study with specialisation and average marks (GPA)
- School history
 - Don't forget your IT and language skills as well as further education, including an assessment of your level.
 - Optionally, you can name other special skills, volunteer work, first aids/fire protection aids or publications.

Remember to fill in every item:

- School leaving certificate
- Current overview of marks (if you have not yet completed your studies)
- Bachelor's/master's/diploma certificate and document
- Internship certificates
- References/Certificates
- For an internship: Excerpt from the study regulations or a certificate from the university describing the type of internship



*Very important:
You have to prove
everything you
mention on your
CV.*



*Send your
application as a
PDF file!*

SHINE IN THE INTERVIEW.

Consider the following advice and you will make a good impression:

- Inform yourself before the appointment about your conversation partners as well as about the company's industries and achievements.
- Follow the conversation actively.
- Keep eye contact.
- Be aware that you also express your emotions with your body language. So pay attention to your posture.
- Always be polite and do not interrupt your conversation partner.
- Address your conversation partners clearly by name.
- Stay active: Ask open and clearly formulated questions.

Tell me about yourself.

Your interviewee is interested above all in professional, but also in private information about you.

Why would you like to work for us?

Why are you applying for this position?

What do you expect from us/your job?

How do you assess the tasks, the field of work and the opportunities for further development?

Frequently this is followed by questions about expert as well as methodological knowledge.

What are your strengths and weaknesses?

What would you like to have achieved in three years?



TYPICAL QUESTIONS IN THE INTERVIEW.

Prepare yourself for the following questions with strong arguments to strengthen your answers.

Show your willingness to perform and define clear goals.

NOW LET'S SPEAK PLAINLY.



Be proactive and think about possible questions to ask during the interview.
Avoid questions that are already answered on the company's website or in the job posting.

- What will my field of activity be like?
- Is there a supplementary job description?
- With whom will I work?
- Who is my superior?
- What will the training period be like?
- Where is the department located in the overall organisation?
- Which further training measures are offered in the company?
- What opportunities are there for deployment and promotion?

Clarify the framework conditions.

- Prepare a realistic salary expectation with arguments for negotiation.
- Is the salary paid in 12 or 13 monthly salaries?
- How many hours per week is the standard working time?
- What working time models and regulations exist?
- How long does the probationary period last (length, notice periods etc.)?
- How many leave days are you entitled to in a year?

At the end of the interview, agree on the next steps.

- What's the process like?
- When do you get feedback?

THE SOFT SKILLS.

Personality is just as important as good marks. Here you will find the most important social skills with a short explanation.



Creativity

You like to develop and implement new ideas. You offer innovative solutions, even when under time pressure. You know how to let your own imagination flow into a project.

Organisational talent

You can sort things out and prioritise well. You have no trouble making quick decisions. Even if a lot of activities pile up, you can coordinate these tasks simultaneously.

Team orientation

You find it easy to integrate into a group. You can work well with others and also take the initiative within the team..

Ability to communicate

You like to communicate with other people. Your choice of words is understandable and appropriate to the situation. You can also listen well, let others talk and answer their questions.

Critical faculties

You are good with suggestions for improvement and very constructive towards others. In doing so, you make an exact distinction between the point of criticism and the person you are confronted with.

Flexibility

You're ready to adapt to new situations. On the job, you would like to develop further – this applies to learning a computer program as well as to familiarising yourself with a new area of responsibility

HAVE YOU FORGOTTEN ANYTHING?

→ Initial phase

I have...

- performed a self-assessment of my abilities, strengths and weaknesses.
- performed an external assessment of my abilities, strengths and weaknesses.
- formulated a goal (job, industry, company etc.) that guides me in the application process.

→ Information phase

I have...

- collected sufficient information about the job and the activities.
- researched individual information about the company to which I would like to apply.
- created an application overview.

→ Application phase

I have...

- made individual application documents for the company.
- written my motivational letter and updated my CV.
- digitised my certificates, and if necessary attached further documents.

→ Introduction phase

I have...

- reviewed the information about the company and the job.
- prepared a list of questions.
- chosen my clothes carefully.
- checked the directions (time of journey, parking options etc.).

→ Feedback/result phase

I have...

- clearly arranged all information.
- analysed the interview and written down what went well and what went poorly.
- noted what I'll do differently next time.
- the job!

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WE
DEVELOPE.
EVEN YOUR
CAREER!

There are many interesting job prospects at invenio:
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