



SUCCEEDING IN JOB INTERVIEWS

What to expect and how to prepare

How do I start my university experience the best way as an international student? What should I expect and what will be expected of me? What are Do's and Don'ts at the university and at work? How does the application process in Germany work and what are the main differences?

HOW TO START AT THE UNIVERSITY OF COLOGNE:

With your decision to study at the WiSo Faculty of the University of Cologne, you chose one of the biggest Faculties for economics and social sciences in Europe.

How to find all buildings, useful addresses and other important information for your start at the University of Cologne are explained in detail in the WiSo StudyGuide. The WiSo StudyGuide can be found [here](#).

Some important tips:

- Activate your smail account. It's your central account to register for courses and exams and to receive course materials
- Register for exams on time. If you missed the registration date, you cannot take part in the exam
- Try to learn German. Although a lot of courses are taught in English, it helps to speak German
- Be engaged and proactive. Being part of a student initiative or other extracurricular activities is not only a plus on your CV, but also helps to get to know new people
- Be prepared in classes and don't skip them, but also don't study all the time and enjoy your university life!

THE APPLICATION PROCESS IN GERMANY

The Job Interview

In most cases the job interview is the first step after you handed in your application. In the interview will be at least one person from the company that will ask questions. But it is also possible that there are two, three or even more interviewers. While every interview is different, there are some common questions and general rules as explained in the following.

Preparation is the key!

Always be prepared for your job interview. Although every interview might be a little bit different, you can be well prepared. It's very important to be punctual for an interview. If you are not sure where exactly the company is located or where you can find your interview partner, make sure you arrive early. You can also check this a couple days before the interview, if possible. Also choose your outfit in advance. It should suit the company and the position you are applying for but you should also feel comfortable in it. If you don't feel comfortable, your interview partner will notice.

At the beginning of the interview, you will probably be asked to present yourself in a couple sentences. This is the part of the interview you can prepare for the best. Practice your self-presentation with a friend, parent or just for yourself. Also you can prepare for some other, general questions like "What are your strengths/weakness", "Why should we chose you?". "Which competences do you have for this position?" or "Why did you apply for this job?". In this part it is crucial, that you did some research about the company before the interview.

Before the end of the interview, you will have the chance to ask some questions yourself. Prepare about 3 questions you want to ask, to show the interviewer your interest.

During the whole interview, you should be aware of your non-verbal communication. Your body language and your gestures say a lot about what you actually think. Also make sure to have eye contact with all present people in the room.

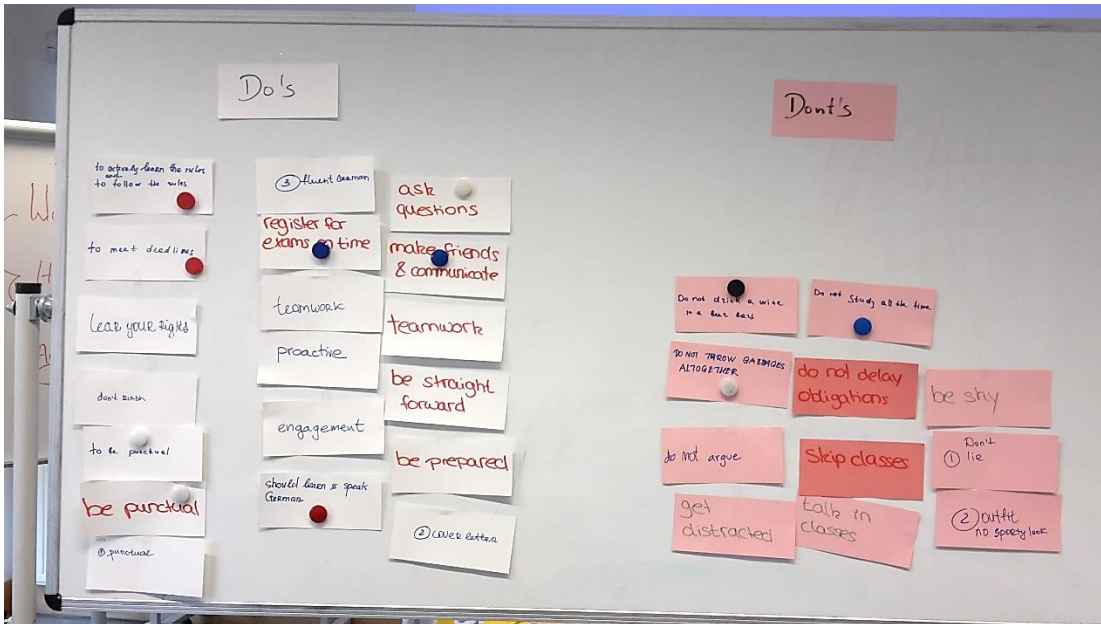
Tips and tricks

- Add a picture to your CV
- Practice your self-presentation
- Chose an outfit that suits the job and that you also fell comfortable in
- Be punctual
- Think about questions you want to ask at the end
- Be aware of your non-verbal communication
- Don't ask for salary or holidays in the first application step
- If you are not sure whether to bring a "Bewerbungsmappe", you should ask before the interview
- Try to do as many interviews as possible. You will only get better by practicing the situation

DO'S AND DONT'S IN UNIVERSITY AND AT WORK:

There are a lots of DO's and DONT'S in university life and at work. Being punctual, prepared and straight forward is as important as meeting deadlines and knowing the rules in Germany.

You should avoid to skip classes, get distracted in classes or wear a sporty outfit in a job interview.



USEFUL ADRESSES, DATES AND FARES:

- Information for exchange students can be found [here](#)
- The WiSo Faculty offers a [Buddy Programme](#) for international students
- The [Absolventenkongress](#) takes place on November 23rd and 24th in Cologne. It's the biggest fair for students, graduates and young professionals with over 250 companies, coachings and insider talks.
- The "women&work" is Europe's biggest career event for women. Information and dates can be found [here](#)
- Internship opportunities are also posted on the [Internship portal](#)
- If you are currently looking for a job, you should take a look at [Stellenwerk](#)

If you have any further questions, feel free to contact the WiSo Career Service.

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