

Your career is our profession!

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Candidates guide

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Preliminary note

You have already made the most important decision in the professional life of excellent performers and experts: You don't have to be an "APPLICANT" in the traditional sense, you want to be a "COMPETITOR".

So you decided to work with career professionals. Thank you very much for your trust.

Your career is our profession

Our customers and the people to whom we present our customers' tasks should always approach each other openly. To ensure that discussions between you and the potential new company are goal-oriented and interesting for both sides, we have put together some important points for you on these pages.

Please take the time to prepare for discussions with our customers. You will differ positively from competitors in terms of position.

Successful interview process

A job interview or job interview is one of the most important moments in professional life. These minutes or hours may affect U. the further professional perspective and thus the further course of your life!

A word from 40 years of experience: the interviewers are usually surprised at how few candidates are seriously and meticulously prepared for interviews and how little clear strategy is evident in the conduct of the interview. Other candidates strive (unsuccessfully) for the greatest possible exaggerated serenity, which ultimately arrives as disinterest. At the other end of the scale, candidates increase into a state of hyperactivity so that they end up on the edge of panic.

These signs of inexperience can be avoided or at least mitigated if the expected steps are prepared in the interview.

This guide, together with the support of your advisor, should help you prepare. It is not a code of conduct, but offers a "road map" to success based on almost forty years of experience. Please understand our penchant for detail as part of our advisory duty.

Preparation is the most important step

It is therefore very important to know the following points:

- A. exact information about the place and time of the interview
- B. the full name of the interlocutor (s)
- C. correct pronunciation of names
- D. the correct position labels

Find out more about the company (in addition to the information provided by your consultant). Do your own research and discuss the information received with your advisor in advance.

Together, you determine information about the age and growth of the company, the locations, product lines, of-fices, growth potential and market position.

Create an information gathering plan. Use all available publications.

Compare all information with your advisor. Four eyes see more than two!

Prepare questions YOU should ask and please remember: an interview is a two-lane road. The potential employer wants to find out whether you are suitable for a position. You need to find out whether this position and the company represent a real career step for your further development, whether YOUR CRITERIA has been met.

Sample questions on the following aspects:

1. *Area of responsibility (detailed)*
2. *Most important task at the beginning of the activity*
3. *Significant projects, customers, products*
4. *Reason for filling the position*
5. *Induction and training programs*
6. *Key skills of the most successful employees*
7. *Employee retention strategy*
8. *The company's growth plans*
9. *Career development of the interlocutor*
10. *Development opportunity in the next three years*
11. *Further steps (in the hiring process)*

Clothing “standards”

Please adapt your appearance to the other person and, as a precaution, dress a number “conservatively”!

After all, it's about YOUR CAREER!

Even if you are not completely enthusiastic about a position or a company, remember: you meet more often in life:

"You always meet twice !!!"

The interview

You will be interviewed by the person you are talking to because he is looking for employees. Not because he wants to "miss you" in any way. The interaction that takes place during the interview is intended to find out your strengths and weaknesses. Your previous skills, abilities and qualifications will be assessed and the potential employer will likely go very deep to find out your behavior, suitability, assertiveness, motivation and maturity. Your advisor will discuss the schedule of the conversation with you in advance in the briefing. Still some important tips:

APPEAR on time, i.e. a few minutes before the appointment. Arriving too late is simply inexcusable and unprofessional! If your interlocutor gives you an application form for reasons of house policy, please ignore this formalism and fill out the form clearly and legibly!

Do not rely solely on the effect of your documents or our advice. Your interview partner expects initiative and professional “self-expression” from a top candidate.

If you do not understand the correct pronunciation, greet your interlocutor with his name and ask the interlocutor to repeat his name.

Look energetic. Smile! Shake hands vigorously!

Show yourself interested and positive, because there is always a chance that you will have an interesting conversation. **WAIT** shortly before you are offered a seat.

Sit upright and look alert and interested. Try yourself as a good listener as well as a good speaker. And don't forget a positive facial expression.

Do not smoke even if your counterpart smokes or offers it to you. Enjoy your control. One shouldn't have to mention it: even chewing gum is more of an impression of boredom!

Look in the other person's eyes as you speak to them.

FOLLOW your interviewee's questions, but try to get all the information about areas of responsibility and fields of activity of the position right from the start. This is the only way you can go into it yourself during the conversation, provide references to your background and control the process.

DO NOT ANSWER a question with a simple “YES” or “NO”. Explain your views wherever possible. Make reference to interfaces to your background of experience.

MAKE SURE your arguments are clear and precise.

Emphasize your predictable success. For example: sales results, process optimization, cost reductions, system implementations.

Never tell the falsehood. Answer questions honestly, openly and "to the point".

Don't overdo it and don't try to answer every question down to the last detail.

Your interlocutor may try to direct the questions into political and social areas. Since this can lead to uncomfortable situations and impressions, try to get sincere answers, nothing more and nothing less.

Do not inquire about salary volume, vacation entitlements, bonus payments, and other remuneration models during the first interview unless you are absolutely certain that the person you are speaking to is really interested in you. If your conversation partner asks you about your financial ideas, give them your previous framework, but emphasize your interest in the task!

The most important sentence:

“I am sure that you will make me a fair offer if you are convinced that I am the right person for this task. If you like it, we should first focus on the task and the content ... ”

Always behave as if you really wanted the position. Never close doors behind you. Never block the opportunity to choose from different options instead of relying on just one.

Prepare yourself for the following questions:

1. Why are you so interested in this position?
2. Why do you intend to work for our company?
3. What do you know about our company?
4. What qualifications do you have for the position?
5. In your opinion, which parameters determine professional success in a top company?
6. What references can you give from previous employers?
7. What contribution have you made to the company's earnings in previous positions?
8. Can you follow instructions without feeling personally restricted?
9. What are your weaknesses?
10. Would you be ready to change location?
11. How do you spend your free time, what are your hobbies?
12. What books do you read? How many books do you read each year?
13. Did you save money? Do you have debts?
14. What position are you aiming for in your current company?
15. Which activities have you filled out the most so far? Which least? Why?
16. What special skills do you have?
17. What kind of colleagues and superiors gets you on the "palm tree"?
18. How do you define teamwork?
19. Do you need a regular schedule?
20. How does your initiative and your assertiveness show up?

Negative factors

Im Interview wird Ihr Gesprächspartner sowohl negative wie positive Punkte sammeln.

Die Hauptgründe, die zur Ablehnung eines Kandidaten führen, listen wir auf:

1. Lack of "appearance"
2. Overact, aggressive behavior and "I know everything" syndrome
3. Inability to formulate clearly and precisely to the point
4. Lack of planning and strategy in your own career
5. Lack of interest and enthusiasm, passivity
6. Lack of self-confidence and hypernervosity
7. Overemphasis on the money aspect
8. Evasive answers to failures
9. Lack of tact, maturity and courtesy
10. Assignments of guilt to former employers
11. Lack of eye contact with the conversation partner
12. Weak, spongy handshake
13. lack of preparation, lack of information about the company
14. Inability to ask intelligent and precise counter questions.

Closing technique

If you really care about the position, fight for it!
Ask for the next interview appointment.

Show yourself strong in sales and ask the following questions:

“Ms. / Mister _____, if I can summarize the conversation from my point of view.

What I heard and saw today, your company, your product lines and the employees of your company that I met is very interesting for me.

I am sure that I have the skills to do excellent work.

In your opinion, how quickly could I accept this challenge? ... ”

Finally, try to find out the interviewer's doubts and open questions.

This works with the following question:

“We have now covered a large number of different topics.

I am personally very satisfied, my essential questions have been answered.

I would like to know whether I have answered your questions adequately, whether there are still points that I should clearly work out; in particular questions that relate to my qualification for the position?

You will then usually hear some small points that need to be deepened; or points that form weak points. It is very important to admit weaknesses, but we always have to face a particular advantage. Your conversation partner will be surprised by your openness and positive self-confidence.

If he makes you an offer at this point, accept it, even if not all parameters are clear.

You have enough time to check and optimize the offer.

However, do not be negatively surprised if no concrete offer is made.

The decision-maker will usually coordinate in-house, short-circuit with us and of course interview other candidates before a decision is made.

If you have the impression that the interview was negative, do not show it!

Often enough, your counterpart will “have a negative effect” on the test to measure your behavior and response.

Thank you expressly for the interview.

When you've answered the two key questions:

a) Why are you interested in the company?

and

b) What can YOU offer?

What are YOUR stand-alone properties?

What is YOUR contribution to success?

Then the most important step is done!

Finally, please contact your advisor immediately to discuss the course of the interview. Your consultant must have spoken to you first before speaking to the company.

If you want the position, he will help you to compete with other highly qualified people.

Thanks and good luck!

Tips for dealing with counter offers:

- A. Employers and superiors are generally in a very difficult situation when important employees like you want to leave the company. In order to save time in the short term, individual companies tend to make counter-offers. In the background, however, is almost exclusively the effort to gain a little more room to maneuver in order to find a replacement or another solution.
- B. Once the employer is informed of the employee's motivation, he will question his loyalty in the future. Employees who threaten directly or indirectly with termination or better offers are considered unprofessional "window shoppers".
- C. The assessment of employee loyalty will always play a major role in future internal development opportunities.
- D. When times become more difficult, loyalty is critically questioned as a criterion.
- E. If layoffs occur, employees whose loyalty is doubted are affected first.
- F. Counter offers flatter, but strictly speaking only mean that the work performance is more expensive for the company.
- G. Where does the money for the counter offer come from? Is this an early raise?
- H. The employer usually starts looking for cheaper alternatives.
- I. The reasons that speak for a change today will reappear in the future.
- J. Most people who respond to a counter offer will terminate the contract themselves within the next 6 months or the contract will be terminated by the company. The statistics show that the employment relationship will probably no longer exist in 6 months.
- K. If word of the day about the intention to quit, the relationship with colleagues and employees will become much more difficult.
- L. What kind of company is it when you first have to face termination to assert your rights and deserved rights?

⇒ ***An interesting article in the Wall Street Journal: "Counter Offer - the road to career ruin!"***