



YOUR CAREER IS OUR JOB!
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Candidate guidelines

You have already made the most important decision in the professional life of excellent high performers and specialists:

You don't need to be an "APPLICANT" in the traditional sense, you want to be a "COURTEED".

That's why you decided to work with the career professionals. We would like to thank you for your trust.

YOUR CAREER IS OUR PROFESSION!!

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

Please take the time to prepare for discussions with our customers. You will differentiate yourself positively from competitors for the position.

Successful interview process

A preliminary or job interview is one of the most important moments in professional life. These minutes or hours may influence your 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 job interviews and how little clear strategy can be discerned when conducting the interviews. Other candidates strive (unsuccessfully) for the greatest possible exaggerated composure, which ultimately arrives as disinterest. At the other end of the scale, candidates escalate into a state of hyperactivity to the point of borderline panic.

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

This guide, combined with the support of your advisor, is intended to help you prepare. This guide is not a behavioral corset, but offers a "roadmap" to success based on nearly forty years of experience. Please understand our penchant for detail as part of our advisory duty of care.

Preparation is the most important step.

It is therefore very important to know the following points:

1. Exact details of the place and time of the interview
2. the full names of the interlocutor(s)
3. the correct pronunciation of the names
4. the correct position designations

Find out (in addition to the information provided by your advisor) about the company. Do your own research and discuss the information you receive with your advisor in advance. Together you determine information on the age and growth of the company, on the locations, product lines, offices, growth potential and market position.

Create an information gathering plan. Use all available publications. Verify all information with your advisor. Four eyes see more than two!

Prepare questions YOU should ask: please remember: an interview is a two-way street

The potential employer wants to find out whether you are suitable for a position. You need to find out if this position and the company represent a real career step for your further development, if YOUR CRITERIA are 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. Company growth plans
9. Career development of the interlocutor
10. Opportunity for development over the next three years
11. Further steps (in the recruitment process)

DRESS "STANDARDS"

Please adapt your appearance to the other person and dress a bit more "conservative" to be on the safe side!

After all, it's about her career!

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

"You always meet twice !!!"

THE INTERVIEW

You are being interviewed by your interlocutor because he is looking for employees. Not because he's trying to "tangle" you in any way. Through the interaction that takes place during the interview, your strengths and weaknesses should be found out. Your previous skills, abilities and qualifications will be assessed and the potential employer is likely to do in-depth research to find out your attitudes, suitability, assertiveness, motivation and maturity.

Some hints:

Your advisor will discuss the course of the interview with you in advance in the briefing. However, there are also a few important tips:

ARE ON TIME, i.e. a few minutes before the appointment. Arriving late is simply inexcusable and unprofessional! If your interviewer hands you an application form for reasons of company policy, please disregard this formalism and fill out the form clearly and legibly!

DO NOT RELY on the effectiveness of your documents or our consulting services alone. Your interviewer expects initiative and professional "self-portrayal" from a top candidate.

GREET the person you are speaking to by their name. If you do not understand the correct pronunciation, ask them to repeat their name. Be energetic. Smile! Shake hands vigorously!

SHOW you are interested and positive because there is always a chance you will have an interesting conversation. **WAIT** briefly before being offered a "seat". Sit up straight 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 the other person smokes or offers it to you. Enjoy your control. Needless to say, chewing gum also gives the impression of being bored!

LOOK the other person in the eye while speaking to them.

FOLLOW the questions of your interviewer, but try to get all the information about the areas of responsibility and fields of activity of the position right from the start. This is the only way you can address it yourself in the course of the conversation, bring in 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 experience.

MAKE SURE your arguments are clear and concise. Emphasize your calculable successes. For example: sales results, process optimisations, cost reductions, system launches.

NEVER TELL the untruth. Answer questions honestly, openly and "to the point".

Do not EXAGGERATE or try to answer every question in detail. Your interlocutor may try to steer the questions into political and social areas. Since this can lead to uncomfortable situations and impressions, try to give honest answers, no more and no less.

DO NOT INQUIRE about salary, holiday entitlement, bonus payments and other compensation models during the first meeting unless you are absolutely sure that the person you are talking to is genuinely interested in you. If the person you are talking to asks you about your financial expectations, tell him your current budget, but emphasize your interest in the task!

The most important sentence:

"I'm sure you'll make me a fair offer if you think I'm the right person for the job. If that's okay with you, we should first devote ourselves to the task and the content..."

Always act like you really want the position. Never close doors behind you. Never deny yourself the ability to choose from multiple options rather than relying on just one.

PREPARE YOURSELF FOR THE FOLLOWING QUESTIONS:

1. Why are you 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 implement instructions without feeling personally restricted?
9. What are your weaknesses?
10. Would you be willing 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 a year?
13. Have you saved any money? Do you have debts?
14. What position are you aspiring to in your current company?
15. Which activities have you done the most so far? Which ones least? Why?
16. What are your special skills?
17. What kind of co-workers and bosses make you mad?
18. How do you define teamwork?
19. do you need a regular schedule?
20. How do you show your initiative and assertiveness?

NEGATIVE FACTORS

In the interview, your interlocutor will collect both negative and positive points. We list the main reasons that lead to the rejection of a candidate:

1. Lack of "appearance"
2. Overacting, aggressive behavior and "I know everything" syndrome
3. Inability to formulate clearly and concisely to the point
4. Lack of planning and strategy in one's own career
5. Lack of interest and enthusiasm, passivity
6. Lack of confidence and hyper nervousness
7. Overemphasis on the money aspect
8. Evasive responses to failure
9. Lack of tact, maturity and courtesy
10. Blaming former employers
11. Lack of eye contact with the interlocutor
12. Weak, spongy handshake
13. Lack of preparation, lack of information about the company
14. Inability to ask intelligent and precise counter-questions.

FINISHING TECHNIQUE

If you really care about the position, fight for it! Ask about the next interview date. Be strong in sales and ask the following questions:

"Ms. / Mr. _____, if I may briefly summarize the conversation from my point of view.

What I've heard and seen today, your company, your product lines and the people in your house that I've met is very interesting to me.

I'm sure I have the skills to do an excellent job. How quickly do you think I could accept this challenge? ..."

Finally, try to find out doubts and open questions from the interviewer. This is done with the following question:

"We have now covered a large number of different subjects. I am personally very satisfied, my main questions have been answered.

I would like to know whether I have answered your questions sufficiently, whether there are perhaps still points that I should work out more clearly; specifically questions related to my qualifications for the position?

You will then usually hear some small points that need deepening; or points that form weak points. It is very important to admit weaknesses, but we must always balance a particular advantage. The person you are talking to will be surprised at your openness and your 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 internally, get in touch with us and of course interview other candidates before a decision is made.

If you have the impression that the interview went negatively, don't let it show! Often enough, your counterpart will "appear negative" to the test to measure your behavior and reaction.

Thank you for the interview.

When you have answered the two key questions:

Why are you interested in the company?
and what can you offer?
what are your unique characteristics?
What is your contribution to success?

Then the most important step is done!

Last but not least, please contact your advisor immediately afterwards to discuss the course of the interview. Your advisor must have spoken to you first before speaking to the company.

If you want the position, he will help you compete with other highly qualified individuals!

Thank you and good luck!

TIPS FOR DEALING WITH COUNTEROFFERS

Employers and supervisors are fundamentally in a very difficult situation when important employees want to leave the company. In order to gain time in the short term, individual companies tend to submit counter-offers. In the background, however, there is almost exclusively the effort to gain a little more room for maneuver in order to find a replacement or another solution.

Accepting counter-offers, either after notice has been given or through the threat of termination, is one of the most problematic areas of a career.

Based on 4 decades of experience, we would like to give you some hints for your decision. For us, the priority is that your career is not jeopardized. We will fill the position you are interested in anyway. It is therefore crucial that you make the right choice, but in this choice situation between your current position and future perspective, do not engage in games of poker that ultimately jeopardize both options.

Once the employer is informed about the motivation of the employee, he will question his loyalty in the future. Employees who directly or indirectly threaten termination or better offers are considered unprofessional "window shoppers".

For future internal development opportunities, the assessment of employee loyalty is always one play a big role.

When times get more difficult, loyalty as a criterion is critically questioned.

When layoffs occur, employees whose loyalty is questioned are the first to be affected.

Counter-offers are flattering, but strictly speaking usually only mean that the work is more expensive for the company.

Where will the money for the counter offer come from? Is this an early salary increase?

The employer usually immediately starts looking for cheaper alternatives.

The reasons that speak for a change today will appear again in the future.

Most people who respond to a counter-offer either resign themselves within the next 6 months or the contract is terminated by the company. The statistics show that the employment relationship will probably no longer exist in 6 months.

Once word of the intention to quit gets around, the relationship with colleagues and employees becomes much more difficult.

What kind of company is it that you have to threaten to be fired in order to enforce your rights and deserved claims?