

### JOB-INTERVIEW – PREPARATION IS EVERYTHING

#### Importance of the job interview

The job interview is the most important part of the application process. The invitation to the interview means that the applicants meet the professional requirements and are eligible for the position. For the company, the purpose of the interview is firstly to examine the applicant's professional suitability in greater depth. Above all, however, it is important to determine their personal suitability. Strengths and weaknesses of a personality can only be tested in a job interview or in an Assessment Center (AC). In an AC, the assessors observe the behavior of applicants in test situations and draw conclusions about their strengths. During the job interview, the interviewers see the behavior in their mind's eye when applicants tell stories about their experiences (storytelling). From a job advertisement, applicants can also only assess whether the job content interests them. They must also get an idea of the working environment during the interview.

#### Preparation is everything

Good preparation is essential for a successful job interview. Most applicants are insufficiently prepared. Although they make themselves familiar with the company and the position. But they are less concerned about themselves. They assume that they know about themselves. But there is a difference between doing and talking about it. We become increasingly unconscious in our daily routine. We have to keep our brain free for the unforeseen. When we are asked about our experience, we recall the information in our memory. This cannot be done in a job interview without preparation. A good preparation starts with the job analysis. Then it is important to find out the relevant professional experience, technical knowledge and personal strengths and to make them communicable. This is achieved by preparing stories (storytelling). And finally, applicants must prepare their own questions in order to find out whether the position and the environment meet their expectations.