

„Find a Job in Germany's Industry“

13/ 14/ 16/ 19 October 2020

(online seminar via ClickMeeting consisting of four modules)

Trainer: Heidi Störr

AIM

Leaving academia and looking for a job in the industry is an important and sometimes difficult step. Understanding the application rules and the expectations of the company enables you to go through a quickly and successful job-search process outside academia.

SCHEDULE

13.10.2020, 09:30 – 12:00, Module “Job Search”

14.10.2020, 09:30 – 12:00, Module “Application Documents”

16.10.2020, 09:30 – 12:15, Module “Job Interviews”

19.10.2020, 09:30 – 11:00, Module “Starting Salaries” plus 11:15 – 12:30 or 14:30 – 15:45 or 16:00 – 17:15, Self-presentation practice in small groups

TOPICS

- Active and passive job search strategies
- Ideas for possible positions
- Content and design of an application
- Identifying key requirements in job ads
- Estimation of chances of success
- Phases in job interviews
- Salary negotiation strategies
- Answering trick questions
- Statistical orientation for job starter salaries
- Calculation method for starting salaries

CONTENT DETAILS

1st Day: Module “Job Search - How to search for job offers & get ideas for job roles”

You will understand how to target your search for future employment, and where you can look for vacancies. You get to know various options of job databases and activities to come into contact with employers. Furthermore, we discuss positions in the industry which might be interesting for you and how you can find more possible jobs.

2nd Day: Module “Application Documents - How to write a perfect application & estimate your chances”

In this seminar you will learn how to write your cover letter and CV, and how best to adapt your application to the job offer. You will see examples for a professional application design and photos. Moreover, you will get advice for your certificate selection and receive important hints for your application phase in general.

Additionally, you will learn the meaning of typical phrases in job advertisements and identifying “must” and “can” criteria. With an example it is explained how much your chances of success are influenced by requirements you cannot fulfil.

3rd Day: Module “Job Interviews - How to master a job interview”

You will get general information about your preparation for job interviews, including suitable clothing, time of arrival and research of company information. We will also discuss content & rules for your self-introduction. You learn more about the classical interview structure and other types of interviews. Furthermore, you receive tips for the salary negotiation phase, typical mistakes and alternative options to substitute a lower payment. Finally, you get to know typical questions a recruiter will ask you and ways of answering them while avoiding common mistakes.

In a subsequent appointment on Oct. 19 you can practice your self-presentation for interview situations and receive feedback in small groups. Appointments for each group will be made during the seminar.

4th Day: Module “Starting Salaries - How to define an adequate salary”

You will see typical salaries for job starters and criteria which can influence the salary. We will practice a salary calculation method you can use to determine a salary for a specific position. We will compare gross and net wages as well as average income of men and women and explore the reasons for the differences.

Afterwards we will practice your self-introduction in three subgroups. Appointments will be made during the seminar.

PRIVACY

When registering for this seminar you agree to the following terms and conditions: <https://www.push-your-career.com/privacy-policy/>

TRAINER

Heidi Störr, Career Consultancy “Push Your Career”

After her graduation in business studies she worked for several companies as a HR Specialist.

Since 2012 she offers advice for German and international academic graduates. With her seminars she provides an introduction to most central aspects of starting a career in Germany after graduation. For more details about the trainer visit: www.push-your-career.de/ueber

PARTICIPANTS

German and international doctoral researchers and postdocs who plan to start applying in the next 12 months and have little application experience.

PREPARATION

Please bring a printed job advertisement of one of your applications or select an example vacancy for your field of interest.

Target audience	All postdocs and doctoral candidates who are listed at the doctoral list of their school/department
Registration	<p>Binding registration via e-mail to: bradt@verwaltung.uni-mannheim.de.</p> <p>Please state your school/department/field of study and if you are currently employed at the University of Mannheim. Please note that these information are required for processing your registration. They will be used for internal administration only.</p>
Registration deadline	11 October 2020
Participant fee	25.00 EUR per person (payable after confirmed registration). The fee serves to cover parts of the trainer remuneration costs as well as to cover for snacks and drinks.
Participant limit	12
Contact	<p>Nadine Bradt University of Mannheim Division I L 1, 1 e-mail: bradt@verwaltung.uni-mannheim.de</p>