

Jobmatching live – job interview guide powered by BirdieMatch

Jobmatching live gives you 10 minutes to sell yourself to the company of your choice. To enable you to notch up the interview points, we give you 5 important preparation tips that are applicable to other application interviews as well:

### **1. Job application file – your entry ticket to the company**

Make the most of your opportunity and give the company as much information as possible in the process. Do this by preparing a bespoke job application file. Your job application file should contain the following documents:

- CV (with “photo”)
- References
- Employer references
- Professional qualification certificate
- Training courses and certificates
- Schedule of annexes (optional)

### **2. Be prepared!**

Every interview is different and should be treated individually. But there are frequently asked questions. You should have an answer to them in your interview.

- What can you tell us about yourself?
- What are your strengths and weaknesses?
- Why did you apply for this position?
- What is your ideal job?
- How do you motivate yourself?
- Why should we employ you in particular?

### **3. Use the opportunity**

Asking questions about one’s future work area makes a very professional and confident impression. For example:

- How big is the team?
- What is expected of me over the next two years?
- Where are the particular challenges in this position?
- Where will I be working?
- Who will I be reporting to? / Who will be reporting to me?

#### **4. Being prepared online – Recruiting 4.0**

In your application, you can also refer to your online profiles, e.g. with Xing or LinkedIn. Job-matching platforms, such as BirdieMatch, are even more successful because they set store by very individual profiles for job seekers. A profile resulting from 500 job matching criteria says a lot more than the conventional CV. Updating your online profiles in advance creates a win-win situation for job seekers and companies who are an ideal fit for one another.

#### **5. Be yourself!**

With everything else that's going on, don't forget to project your real personality. The company would like to get to know the applicant and potentially new colleague. It's not just about your qualifications of course but especially whether you would fit into the team.

**The BirdieMatch team and Messe München “Young Talent and Career” initiative wish you every success with your future job interviews!**