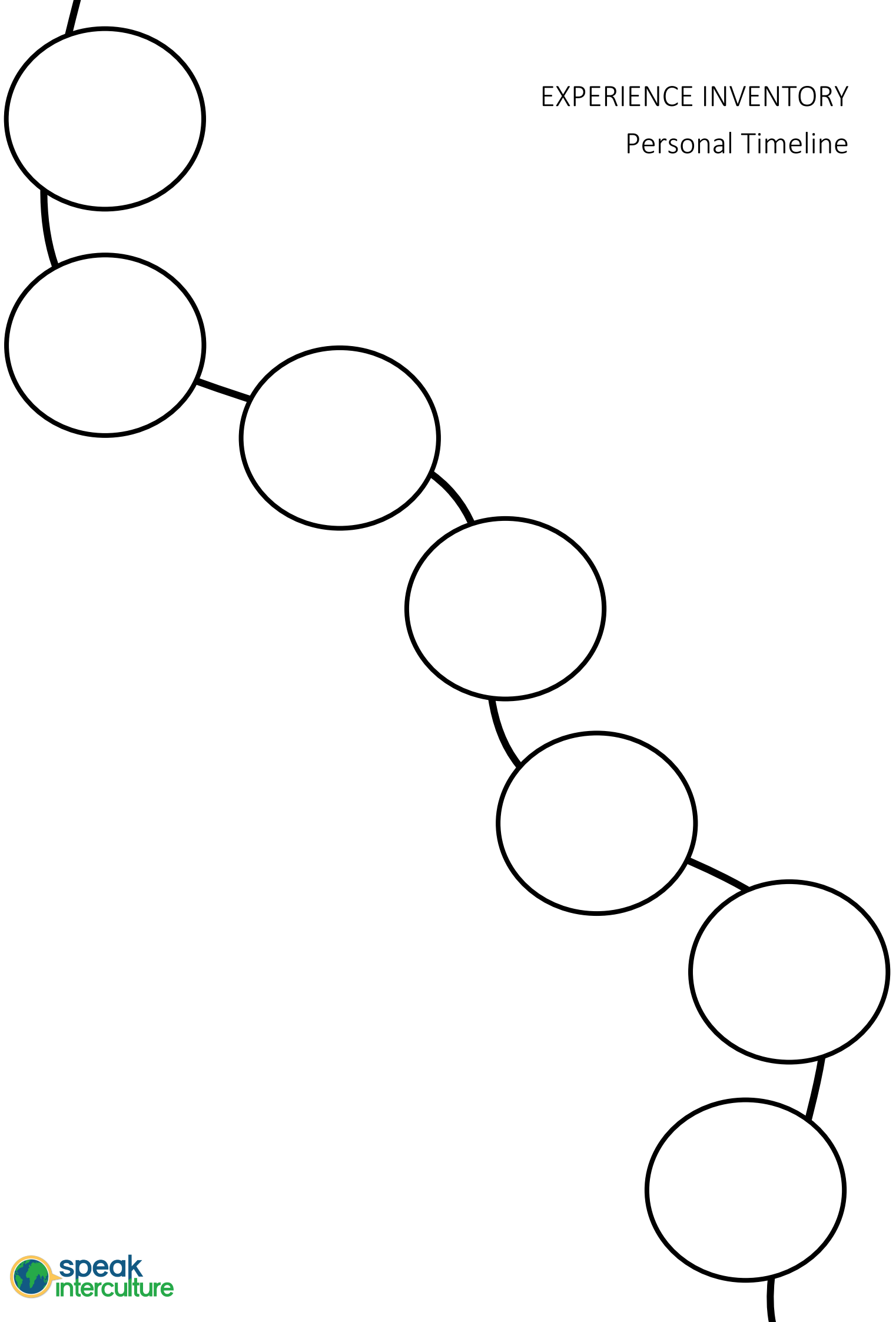


EXPERIENCE INVENTORY
Personal Timeline



SKT CAREER PROFILE WORKSHEET

Experience:				
Skills (what did you learn to do through this experience):				
Knowledge (what information did you learn that you didn't know before):				
Traits (what are some things you learned about yourself – think about motivation):				

SKT CAREER PROFILE WORKSHEET

Experience:				
Skills (what did you learn to do through this experience):				
Knowledge (what information did you learn that you didn't know before):				
Traits (what are some things you learned about yourself – think about motivation):				

SKILLS, TRAITS, AND KNOWLEDGE: A SUMMARY

Skills:

Knowledge:

Traits:


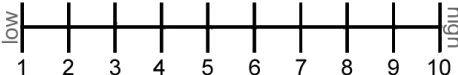
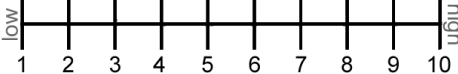
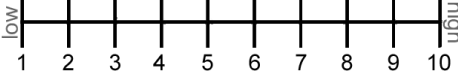
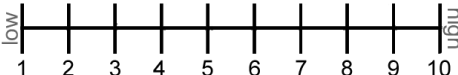
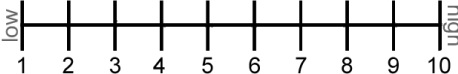
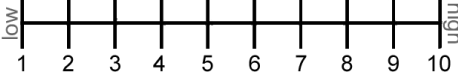
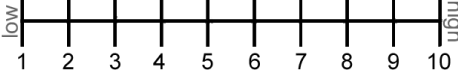
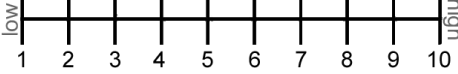
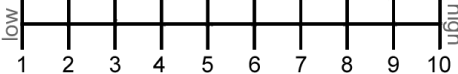
In my ideal future work environment...

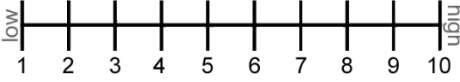
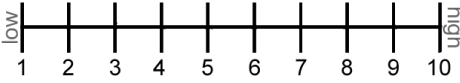
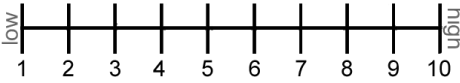
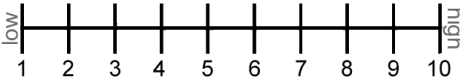
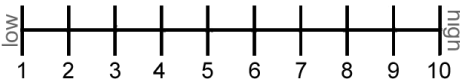
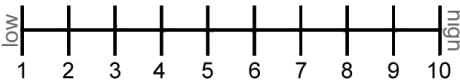
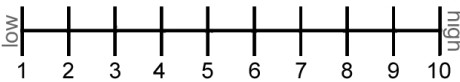
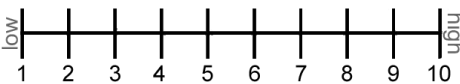
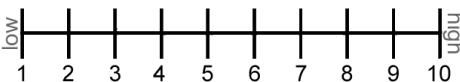
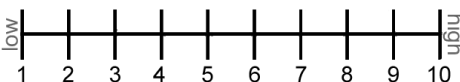
I need to have:

I want:

What won't work:

REFLECTIONS: FRAMEWORKS AND ANCHORS, PAST EXPERIENCES

	On a scale of one (low) to high (10), how much were you able to do this in the past (across your entire experience inventory)?	Think and reflect – what role did this play in your prior experience (across your entire experience inventory)?
...being able to apply your previous knowledge and skills in your job, being an expert at what you do, and using your expertise at work?		
...being pushed to try new things, experiment, and to adapt to new problems and tasks?		
...knowing your work has meaning in the world – serving others, improving your community, helping to make the world a better place to live?		
...knowing what's expected of you, being familiar with the tasks at hand, and having a clear idea of what's required?		
...knowing that you have a steady job, that your company is stable, and that you're going to be able to rely on your current job?		
...having the flexibility to work when and where it best fits you as long as you get the work that you're responsible for done?		
...having autonomy over your tasks and work, being able to decide what you work on and to choose your projects, collaboration partners, and content?		
...taking on or being in a leadership role, having the opportunity to manage a team?		
...getting regular and structured feedback on your work?		
...being able to balance your work and your life, having a clear end to your workday, and/or being able to separate work time and free time?		

	On a scale of one (low) to high (10), how important is this to you in your future work?	Think and reflect – in an ideal world, what role will this play in your future work? What might it look like for you?
...being able to apply your previous knowledge and skills in your job, being an expert at what you do, and using your expertise at work?		
...being pushed to try new things, experiment, and to adapt to new problems and tasks?		
...knowing your work has meaning in the world – serving others, improving your community, helping to make the world a better place to live?		
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...being able to balance your work and your life, having a clear end to your workday, and/or being able to separate work time and free time?		

Field/Career	Who will you talk to in this field? Start with your personal network – ask for contacts. Then, look at LinkedIn or Xing. Search for people working in this field in the country you want to work in.	What do you want to know? What specific questions will you ask (that you can't Google)?

THE JOB SEARCH: KEYWORD BRAINSTORMING



Where would you be willing to work? What size city or town? What specific areas? What countries?		
My idea situation:	I can live with:	Absolutely won't work:
What language(s) would you be willing to work in?		
My idea situation:	I can live with:	Absolutely won't work:
What size company would you be interested in? What kind of structure would you prefer? (start-up, small or mid-size organization, large multinational organization)		
My idea situation:	I can live with:	Absolutely won't work:
What size company would you be interested in? What kind of structure would you prefer? (start-up, small or mid-size organization, large multinational organization)		
My idea situation:	I can live with:	Absolutely won't work:
What tasks, responsibilities, or content do you want to focus on in your work?		
My idea situation:	I can live with:	Absolutely won't work:
Search LinkedIn and Xing (or review previous activities) – what alternative job titles exist for this position?		

THE JOB SEARCH: KEYWORD EVALUATION

Start your job search using a meta job search site (like Indeed). Experiment with the advanced search filters and your keywords from the previous activity. Adjust the keywords until you only get results that you'd consider applying for – or until you get as close as possible. Save the search, and have the search sent to your email. *Tip: Create a folder labelled "Job Search" and send the results directly to the folder so that they're easier to find.*

Start to review the job postings regularly – if you're planning to start applying soon, begin reviewing them at least once a week. After 1 – 2 months of collecting data, reflect on the following questions.

1. How do you feel about the jobs that you're seeing? Are they a good fit for you? If not, how can you change your keywords so that you eliminate jobs that aren't a good fit?
2. Think about the number of results – how many unique job postings are you finding?
3. If the number feels too low for you, is there something that you can move from "must have" to "nice to have" on your keyword list? What search criteria would you be willing to change?
4. If you don't feel comfortable changing the search criteria to widen your search, what can you do to make yourself more competitive for the jobs that you're finding? What skills would be useful? What experience might you try to gain, and where/how?

DEEPER DIVE: REVIEWING POSTS

Career Path/Job Title: _____



<p>Job Title, Company, Link to Posting <i>Find at least five similar job postings at different organizations. Choose postings that are very similar.</i></p>	<p>List the hard skills required in this job posting here (specific, measurable skills or experience). Focus on the top 5-7 most important elements, but include as many as you can.</p>	<p>List the soft skills required in this job posting here (subjective skills that can't be measured). Focus on the top 5-7 most important elements, but include as many as you can.</p>	<p>List any other elements in the job posting that stand out to you here – company values, mission statements, details, or information.</p>

**Alternatively, you can do this activity online in Mural or with post-it notes on a flip-chart paper. Using post-its allows you to move the elements around and cluster them in the next step.*

POSTINGS OVERVIEW: EVALUATION

1. What are the top 5 – 7 requirements for positions of this type across all of the postings?
What do employers seem most interested in?
2. Were there requirements that only appeared in one or two job postings? Do you think these requirements would be relevant for other companies as well?
3. Strengths! What's something that's listed in all of the job postings that you definitely have experience with/in?
4. Areas to Improve? What's something that was listed in all of the job descriptions that you don't have experience in?
5. What is one thing that you could do (realistically/relatively quickly) to get experience in the area that you're missing?
6. Based on these job postings, what question(s) do you have about positions in this field/career path?

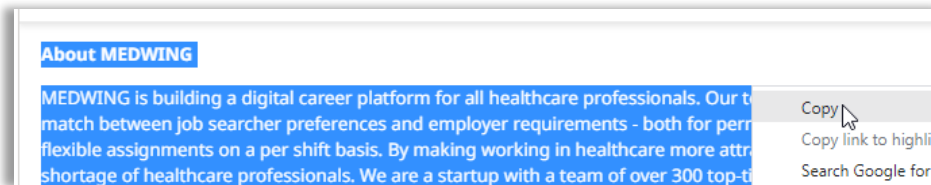
COMPANY RESEARCH

Company Name	
Quick Google: What's the first thing that comes up in a search on this organization?	
What is the organization most known for?	
What impression do you get of the organization on LinkedIn or Xing? Who works or has worked there? (age, background, company culture)	
List some recent projects or initiatives the organization is involved in	
Has the organization been in the news lately? If so, what for?	
What values does the organization list on their website?	
Take a look at Glassdoor or another review portal. What do former and current employees say about the company?	
Are they active on other social media? What can you find?	
If you could ask a current employee three questions about what you've collected here, which questions would be most helpful to you to better understand the company culture + values?	

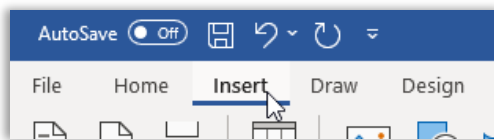
Tech Guide: Creating the Chart

For a video explainer, visit <https://youtu.be/BvZKluNaMik>

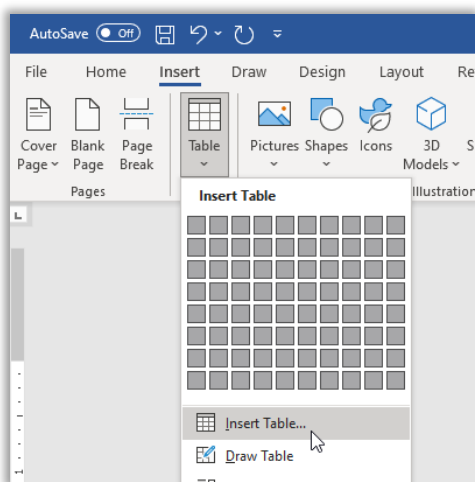
1. Open a blank Word document on your computer.
2. Find a job posting online (use any platform) and select/highlight the content of the posting – from top to bottom. Include the company description, the requirements, what they want from you, and their mission statement!
3. Copy the text – right-click on the selected text and select copy - and paste it into your blank Word document.



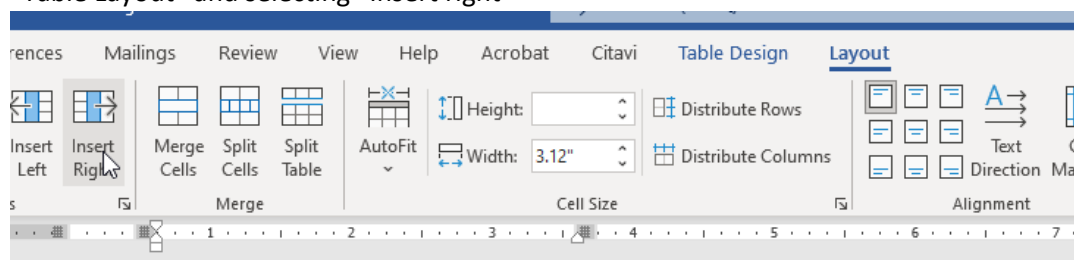
4. Now select the text in the Word document, and select “insert” in the menu bar.



5. Click “Table” and select “Insert Table”



6. Select the first (only) column in the table, and add an additional column to the right by going to “Table Layout” and selecting “Insert right”



Now you’re ready to get started!

SKILLS SUMMARY

Start with professional title & short description.

- Marketing manager with 5 years of experience in international market.
- Art buyer, expert in 5th century Indian art.
- Economics student with a focus on European law.

Add 3 qualifications, achievements, or qualities.

- Strong presentation skills, experience in sales, agile leader.

Add additional criteria from job description/post.

- SAP BI certified, extensive experience in Chinese market.

Give yourself a professional title.	
Add a short description.	
Add 3 key qualifications, achievements, or qualities (focus on hard skills as much as possible).	
Add 2-3 additional criteria from your job posting.	



EDUCATION

Freie Universität Berlin | Berlin, Germany

BA in Cultural Anthropology

OCT 2017 – CURRENT

- GPA (for recent graduates, and only if it's good)
- Relevant coursework*
- Relevant thesis title*
- Honors, scholarships

Enloe High School | Raleigh, North Carolina, USA

OCT 2014 – MAY 2016

- Only include secondary school if you're applying for jobs in the EU. Don't translate it! Abitur is not the same as a high school diploma.
- Activities that show leadership (student-led groups)



EXPERIENCE

Job Title | Company, Location

Company Description

DATES FROM – TO

- Summarize key achievements or responsibilities in bullet form. What did you do?
- Include aspects of your job that were unique to your position, reflect your successes, or were highlighted in the job posting.

Remember, everything you want to talk about in the interview should be in your resume somewhere. Recruiters can't read minds!

Focus on relevant information. If it's present in the job description or you think it reflects the organization or would support your argument that you'd be a good addition to the team.

Items that appear first in the job description are often the most important – it's also important if it appears in every job description for a particular job type.

Job Title	Company	Dates	Location	Tasks and Responsibilities (relevant to this position!)

Sarah Smith

👤 Profile

Business anthropologist with a focus on organizational development. Highly competent communicator skilled in multitasking and effectively communicating with others. Experience in using XYZ software, project management, and public speaking.

Details

123 Musterstraße
Berlin, 10777
0123 456789
sarahsmith@email.de

Skills

Microsoft Office
IBM SPSS Statistics
Project Management
Organizational Interviewing
Public Speaking and Presentation

Languages

German

English

Spanish

📁 Employment History

Tutor at ABC Afterschool, Berlin

July 2020 — Present

- Worked with students in grades 10-12 to strengthen and support their writing skills.
- Communicated with family members and teachers of students to develop a program best suited for their needs.

Student Assistant, Career Service at Freie Universität Berlin, Berlin

August 2019 — March 2020

- Assisted in the development of an advising program for international students.
- Maintained and organized student careers resource library.
- Assisted in advising international students on internship placements.

🎓 Education

MA in Anthropology, Freie Universität Berlin, Berlin

March 2019 — Present

- Courses: Modern Ethnographic Methods, Organizational Ethnographies, Anthropology of Evaluation
- Focus on Business Anthropology

BA in Anthropology, Freie Universität Berlin, Berlin

March 2016 — February 2019

- Thesis: "Ethnographies of Work: Success or Survival?"
- Courses: Business Anthropology, Ethnographic Interviews, Sustainable Societies

🦋 Other Activities

Vice-President at International Students Association of Berlin, Berlin

September 2020 — Present

- Working group on developing an internship database
- Organized monthly networking events

Volunteer Teacher at Berliner Stadtmission, Berlin

January 2016 — November 2018

- Assisted in teaching beginner German classes for women recently arrived from Afghanistan with limited prior education.

SARAH SMITH

DETAILS

ADDRESS

123 Musterstraße
Berlin, 10777

PHONE

0123 456789

EMAIL

sarahsmith@email.de

SKILLS

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IBM SPSS Statistics

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MARCH 2016 – FEBRUARY 2019

- Thesis: "Ethnographies of Work: Success or Survival?"
- Courses: Business Anthropology, Ethnographic Interviews, Sustainable Societies

SKILLS

Microsoft Office

Project Management

Public Speaking and Presentation

IBM SPSS Statistics

Organizational Interviewing

LANGUAGES

German

English

	<p>What specific examples of your experience (proving/demonstrating relevant knowledge, skills, and traits) from the You want, I have chart fit best in each section?</p>	<p>Choose the best examples (most relevant to the job posting). Build sentences out of each of the examples on the left. Once you have a collection of sentences, you'll collect and edit them in the next step – reorganizing and condensing each of the statements into a set of several paragraphs.</p>
<p>Company background, values, mission statement</p>		
<p>Bonus: Company activities, projects, current events</p>		
<p>Requirements – hard skills, prior experience</p>		
<p>Requirements – soft skills (subjective)</p>		

Remember – focus on what you'll bring to the company and what you want to achieve, develop, discover, or do in the role (stay realistic and within the framework of the role), not on what you'll get from the company. If you're applying for an internship, you can expand to include what you'd like to learn, but as an employee, save this for the interview.

THE COVER LETTER: A WORKSHEET

INTRODUCTION

Option 1:

State that you are applying for the job posting that you found in _____.

Option 2:

In one sentence, why are you a good fit for this position?

MAIN SECTION

Build a series of sentences using the you want - I have table that you competed earlier - focus on hard skills & knowledge. Stick to the objective facts.

SOFT SKILLS

Build a series of sentences using the you want - I have table that you created earlier. Focus on soft skills (personal traits).

OPTIONAL SECTION

If the job posting asks you questions about your proposed salary, travel, relocation, or other conditions of the job, this is where they should be addressed. For salary, you can use gehalt.de as a guideline.

CLOSING

Stick to a standard sentence, like "I would appreciate the opportunity to discuss my application in further detail in an interview, and look forward to hearing from you."

Cover Letter Example



This cover letter and other great advice can be found at askamanager.org

Dear Hiring Manager:

It is with great enthusiasm that I submit my application for the position of Sales Coordinator for the Westeros Castle Project. As an administrative professional with over ten years' experience, I know my diverse skills and qualifications will make me an asset to the Westeros project team.

As you will see from the attached resume, I've built my career in a variety of roles and industries, mostly in small companies where I was not just the admin but also gatekeeper, technology whiz, bookkeeper and marketing guru. I'm not only used to wearing many hats, I sincerely enjoy it; I thrive in an environment where no two work days are exactly the same.

In addition to being flexible and responsive, I'm also a fanatic for details – particularly when it comes to presentation. One of my recent projects involved coordinating a 200-page grant proposal: I proofed and edited the narratives provided by the division head and generally made sure every line was letter-perfect and that the finished product conformed to the specific guidelines of the RFP. (The result? A five-year, \$1.5 million grant award.) I believe in applying this same level of attention to detail to tasks as visible as prepping the materials for a top-level meeting and as mundane as making sure the copier never runs out of paper.

Last but certainly not least, I want you to know that I'm a passionate Westeros fan and a longtime supporter of the new castle. I've already checked out the new castle website, and the renderings of the new throne and great hall are stunning, to say the least – I particularly love the vintage murals and art featured throughout the building. Nice touch!

In closing, I am thrilled at the possibility of being involved in the new castle almost literally from the ground up, and would love the opportunity to meet with you and discuss the value that I can bring to the Targaryen organization and the Westeros Castle Project. I appreciate your consideration and look forward to hearing from you.

Warmest regards,

Catelyn Stark

Cover Letter Example



This cover letter and other great advice can be found at askamanager.org

Dear Hiring Manager,

I came upon your listing for a Customer Service Coordinator while browsing Indeed, and it really jumped out at me. It doesn't seem like a normal customer service job, but one that presents new challenges that even I, a 10-year veteran of customer relations, would find new and interesting. Using my head to solve problems and going the extra mile to satisfy customers come naturally to me, and I'm sure I would be able to continue your company's tradition of excellence in customer service.

When I work retail, I'm not just a cashier; I am a teacher, a problem solver, and a friend to all my coworkers and customers. Working at Storm's End especially, I often coached my customers on how to use the new camera they had just bought, or show them all the features of the iPod Touch their child wanted, and helped determine which model was right for them. Even at the Iron Bank, there were times where I would be sitting in the café with a customer who just couldn't get their Kobo e-reader to boot up. Outside of work, I took it upon myself to become familiar with the products we carried so I could answer any questions that came my way. I've prided myself in being the employee managers can rely on, and I would love to bring this dedication to the City Watch.

My initial role at the Iron Bank was to follow up with our clients for executed documents. With very little to go on and no one to instruct me, I was able to devise a process which streamlined my follow ups, allowing me to take on additional responsibilities. My greatest achievement was the document execution escalation procedure I created, which was used by our department. One of my supervisors gave me the moniker of "escalation guru" due to my tenacity in getting affidavits back on time.

I was thrilled to read about this opportunity and am eager to learn more about it. I would love to meet with you and discuss the contributions I can make to the City Watch as your new Customer Service Coordinator.

Sincerely,

Brienne of Tarth

Cover Letter Example



This cover letter and other great advice can be found at askamanager.org

Dear _____,

As soon as I saw your posting for a _____, I knew it was the perfect position for me – and that I was the perfect solution for you. Let me explain further:

As you will see from the attached resume, I've worn a lot of different hats. As a freelancer I've run the marketing gamut. From e-blasts, public relations and web marketing to copywriting, video and print production, you name it, I've done it. I'm extremely motivated, organized and disciplined – you have to be to work from home – and, it's important to note, never had a dissatisfied client.

While my official title at _____ was Project Management Coordinator, in reality I was known as the person who could do everything. Hats I wore there included copywriter, researcher extraordinaire, PowerPoint & Word guru and my favorite – She Who Must Be Obeyed (earned for riding herd on the account executives and graphics geniuses). We were a small company where everyone had to pitch in, and I thrived on the excitement of being involved at every level of every project.

No matter where I've been, I've produced topnotch work because I'm dedicated to making sure each and every piece stands out from the crowd. Whether it's promotional work for external clients or internal corporate leave behinds, I pride myself on my ability to recognize and articulate a distinct voice for every project. And that's not always restricted to the written word. I've also designed and produced unique promotional giveaways for various clients.

While writing is my passion, project management is my bread and butter. Keeping on top of projects and making sure all parts get to the finish line at the same time is one thing I do best. The ability to juggle projects and never missing a deadline didn't just develop through my professional experience. It also comes from having three kids in four years – all with very different personalities, activities, schedules and demands. It was adapt or die trying. I've learned to budget my time and my assets, and most importantly, I've learned to be flexible and to get things done.

I know what you're thinking – that yes, I am the perfect person for the job, but there is no way you can afford me. But I'm not in it for the money – well, I am, but it isn't the most important thing. I'm looking for a position where my contributions count and my efforts are appreciated – and hopefully a long-term commitment. Benefits such as a short commute and flexibility mean just as much as salary to me. The fact that you're ten minutes from my house is a big plus – and you'll never have to worry that I'll be late! So let's talk soon.

Sincerely,

Rebecca Zultowski

Cover Letter Example



This cover letter and other great advice can be found at askamanager.org

Dear Hiring Manager,

The minute I saw this position posted on Indeed, I knew I had to jump at the opportunity. I could see that this was the perfect fit for my experience and qualifications, and that I'm exactly what you need. I'm quite sure you hear this kind of hyperbole all the time, so let me tell you a bit about why it's true in this case.

I've been following Stark Investments' progress with interest for several months now, ever since I noticed a large number of postings for the hotels you'd bought in Westeros. A bit of research—particularly a look into the case studies posted on the Stark website and reading up on financial articles about the sale of the four Westeros hotels—provided further information. Specifically, that Stark has frequently bought up hotels that are struggling and turns them around. And along with physical improvements to the hotel, that'll mean 'cleaning house': freshening up the staff as well as the building.

So here's the crux of it: you need someone new who isn't wedded to doing everything the way it's been done before. Someone who's committed to high standards and is willing to adjust, change, or completely redo current procedures to find the best way of doing things, and who lives and breathes top-notch customer service. And since all of that is my bread and butter, I'm really excited about this opportunity. Every place I've worked, my favorite part of the job is looking at how things are done and trying to figure out ways to do it better. From finding the best place to store supplies for easy access to generating new and better forms, I absolutely love finding the most efficient way to do something. Needless to say, I'm eager to get my hands into a juicy project like this and get things running smoothly.

Of course, efficiency isn't the only thing you'll need, and the most efficient restaurant in the world won't succeed without solid customer service. I adore working with people, and I have a binder full of compliments to testify to it. To me, customers aren't irritations to be overcome; they're the 'fun' part of my job. I've even held a leadership position before in a restaurant, so while this would be my first management position within a hotel, I already have a sense of how I'd like to handle issues, what I'll do under pressure, and what the difficulties in supervising a position like this are.

I'm really thrilled about this opportunity, and I'd love to talk more about it with you. I can be reached at _____. I'll be looking forward to hearing from you soon.

Sincerely,

Dany Targaryen

Tell Me About Yourself

Interviewers may (and often do) open an interview by asking you to tell them “a little bit about yourself”. For this activity, your answer should be two minutes long (definitely not more, not much less).

1. Who am I?

Take your skills summary and expand it a bit into complete sentences. The answer to this question should reflect who you are professionally. (Do not add biographical information that is not relevant to your answer, and avoid including hobbies, etc.)

I'm a recent graduate in European studies with a background in European law and 8 years of experience in managing the university office of admissions at the University of...

2. What are my qualifications/expertise?

For this answer, use your you want-I have list. What key qualifications do you have that would make you a good fit for this position?

3. Why am I here for this position now?

Here, connect the position to your motivation – why do you want to do this?

Once you've got your notes together, practice with a timer. Your introduction should be about 2 minutes long.

Tell Me About Yourself: Self-Reflection

Begin the interview with a prompt: "So, tell me a little bit about yourself." Once you've completed your "interview" - in front of a friend, family member, classmate, or a video camera - fill out the following and reflect.

Your Name:	
Describe your general impression of your answer as briefly as possible.	
What went well?	
Did you present your answer in a way that was easy to follow?	
Did you speak at an appropriate speed?	
Did you stay within the time limits?	
What would you do differently next time?	
What feedback do you expect you will receive?	

Tell Me About Yourself: Coachee Evaluation

Begin the interview with a prompt: "So, tell me a little bit about yourself." Once you've completed your "interview" - in front of a friend, family member, classmate, or a video camera - fill out the following and reflect.

Their Name:	
Describe your general impression of their answer as briefly as possible.	
What went well?	
Did they present their answer in a way that was easy to follow?	
Did they speak at an appropriate speed?	
Did they stay within the time limits?	
Is there anything that you would change? Be specific and clear.	
Is there anything else you'd like to add?	

Häufige Vorstellungsgespräch Fragen

1. Wovor haben Sie am meisten Angst?
2. Wohin möchten Sie sich in Ihrer Karriere entwickeln?
3. Wo sehen Sie sich in 5 Jahren?
4. Wo möchten Sie in fünf Jahren stehen?
5. Wie stellen Sie sich Ihren Traumjob vor?
6. Wie stellen Sie Ihre Vertrauenswürdigkeit im neuen Team unter Beweis?
7. Wie sieht das ideale Unternehmen für Sie aus?
8. Wie reagieren Sie, wenn sich jemand im Team auf der Arbeit anderer ausruht?
9. Wie motivieren Sie sich?
10. Wie lange würde es dauern, bis Sie bei uns einen signifikanten Beitrag leisten?
11. Wie haben das letzte Mal einen Kollegen kritisiert?
12. Wie gehen Sie mit Veränderungen um?
13. Wie gehen Sie mit Fehlern, Kritik und Rückschlägen um?
14. Wie fühlen Sie sich, wenn Sie ein „Nein“ als Antwort erhalten?
15. Weshalb sollten gerade wir Sie einstellen?
16. Wenn Sie jemanden für den Job befragen würden, worauf achten Sie?
17. Welches Gehalt stellen Sie sich vor?
18. Welche Techniken oder Werkzeuge nutzen Sie, um sich selbst zu organisieren?
19. Welche Kultur reizt Sie mehr – strukturiert oder unternehmerisch?
20. Welche Konflikte haben Sie in Ihren bisherigen Jobs schon erlebt?
21. Welche drei positiven Charaktereigenschaften fehlen Ihnen?
22. Welche Aufgabe war für Sie zu schwer und wie haben Sie das Problem gelöst?
23. Was wissen Sie über unsere Branche?
24. Was wissen Sie über unser Unternehmen?
25. Was werden Sie in den ersten 30 Tagen dieses Jobs unternehmen?
26. Was werden Sie an Ihrem jetzigen/letzten Job am meisten vermissen?
27. Was wäre für Sie eine ideale Arbeitssituation?
28. Was war das letzte Projekt, an dem Sie gearbeitet haben?
29. Was war das Ergebnis dieses Projekts?
30. Was tun Sie wenn Sie wüssten, dass Sie Ihre Tagesaufgaben unmöglich alle schaffen können?
31. Was trifft mehr auf Sie zu: Sie sind detailorientiert – Sie sind visionär?
32. Was sollte ich über Sie unbedingt wissen?
33. Was sind Ihre Stärken?
34. Was sind Ihre großen Lebensträume?
35. Was sind die zentralen Eigenschaften einer guten Führungskraft?
36. Was machen Sie in Ihrer Freizeit?
37. Was können Sie in das Unternehmen einbringen?
38. Was können Sie für uns tun, was andere nicht können?
39. Was ist Ihre größte Schwäche?
40. Was ist Ihr größter Fehler – und was haben Sie daraus gelernt?
41. Was ist Ihr größter Erfolg, den Sie außerhalb Ihres Berufs erreicht haben?
42. Was ist der Unterschied zwischen gut und außergewöhnlich?
43. Was ist der größte Fehler, den Sie jemals begangen haben?
44. Was ist besser: Sollte ein Chef geliebt oder gefürchtet werden?
45. Was irritiert Sie am meisten an anderen Menschen und wie gehen Sie damit um?
46. Was interessiert Sie besonders an der ausgeschriebenen Position?
47. Was interessiert sie an dem Job?
48. Was haben Sie vorher verdient?
49. Was haben Sie sich als Gehalt vorgestellt?
50. Was haben Sie an Ihrem vergangenen Job überhaupt nicht gemocht?
51. Was denken Sie über Ihren letzten Chef?
52. Warum wollen Sie Ihren bisherigen Job aufgeben?
53. Warum sollten wir Sie einstellen? Warum sind Sie der/die Richtige?
54. Warum sollten wir Sie einstellen?
55. Warum möchten Sie Ihren Job wechseln?
56. Warum haben Sie sich auf die Ausschreibung/in unserem Unternehmen beworben?
57. Warum haben Sie noch keine neue Stelle gefunden?
58. Warum arbeiten Kollegen gerne mit Ihnen zusammen?
59. Wären Sie bereit, umzuziehen?
60. Wären Sie bereit, für Ihren Job auch umzuziehen?
61. Wann waren Sie in Ihrem Job am meisten zufrieden?
62. Wann haben Sie Unterdurchschnittliches geleistet und was?
63. Und was würde er Negatives über Sie sagen?
64. Und einer schlechten?
65. Nennen Sie 3 positive Dinge, die Ihr ehemaliger Chef über Sie sagen würde.
66. Möchten Sie noch etwas fragen?
67. Lücken im Lebenslauf: Was haben Sie zwischen Job A und Job B gemacht?
68. Können Sie unter Druck arbeiten?
69. Geben Sie mir ein paar Beispiele von Ideen, die Sie umgesetzt haben.
70. Für was waren Sie in Ihrem alten Job verantwortlich?
71. Entsprechen Ihre Noten Ihren Leistungen im Studium?
72. Worin kennen Sie sich besonders gut aus?

1. What are your strengths?
2. What are your weaknesses?
3. Why are you interested in working for [insert company name here]?
4. Where do you see yourself in 5 years? 10 years?
5. Why do you want to leave your current company?
6. Why was there a gap in your employment between [insert date] and [insert date]?
7. What can you offer us that someone else can not?
8. What are three things your former manager would like you to improve on?
9. Are you willing to relocate?
10. Are you willing to travel?
11. Tell me about an accomplishment you are most proud of.
12. Tell me about a time you made a mistake.
13. What is your dream job?
14. How did you hear about this position?
15. What would you look to accomplish in the first 30 days/60 days/90 days on the job?
16. Discuss your resume.
17. Discuss your educational background.
18. Describe yourself.
19. Tell me how you handled a difficult situation.
20. Why should we hire you?
21. Why are you looking for a new job?
22. Would you work holidays/weekends?
23. How would you deal with an angry or irate customer?
24. What are your salary requirements?
25. Give a time when you went above and beyond the requirements for a project.
26. Who are our competitors?
27. What was your biggest failure?
28. What motivates you?
29. What's your availability?
30. Who's your mentor?
31. Tell me about a time when you disagreed with your boss.
32. How do you handle pressure?
33. What is the name of our CEO?
34. What are your career goals?
35. What gets you up in the morning?
36. What would your direct reports say about you?
37. What were your bosses' strengths/weaknesses?
38. If I called your boss right now and asked him what is an area that you could improve on, what would he say?
39. Are you a leader or a follower?
40. What was the last book you've read for fun?
41. What are your co-worker pet peeves?
42. What are your hobbies?
43. What is your favorite website?
44. What makes you uncomfortable?
45. What are some of your leadership experiences?
46. How would you fire someone?
47. What do you like the most and least about working in this industry?
48. Would you work 40+ hours a week?
49. What questions haven't I asked you?
50. What questions do you have for me?

Tips for Answering Interview Questions

Know yourself.

Go over your past experiences and your current activities. Find the connections between what you are doing now and where you want to go – and know where you want to be in the future. This will help you answer questions confidently and consistently.

Understand what the interviewer wants.

Research as much as possible about the company and the position, and prepare questions for things you want to know about company.

Interview yourself.

Google yourself, read your resume and cover letter, and see how the company/interviewer sees you.

Frame yourself in an honest but positive light.

Be honest – and find ways to talk about your weaknesses in a positive manner. Sell yourself!

Source: