

TARGET GROUP

Doctoral researchers and postdocs who are applying for jobs

CONTENT

Young scientists often have many questions when it comes to writing job applications and preparing for interviews. They lack experience with the whole application and interviewing process and are unsure how to deal with typical job interview questions.

This interactive workshop covers best-practices of preparing for job interviews and focusses on their practical application. It is designed to help young scientists tackle the job interview process with confidence. Course participants will have to prepare their individual application materials for a job advertisement of their own choice before the course. The job ads and materials are discussed during the course and form the basis for the job interview simulations (role plays).

The following topics are covered in the workshop:

- **Preparation:**
 - How to create a master CV and tailor your application materials
 - Reading and understanding job ads
 - Motivation and positive mindset
- **Interviewing:**
 - Stages of a typical interview process
 - Common interview questions and how to address them
 - Talking about oneself / self-presentation
 - Competency-based interviewing and the STAR format
 - Using mock interviews for practice
 - Considerations for interviewing in and outside academia
- **Follow-up:**
 - What to do after the interview has taken place

GOALS

After this course, participants

- know how to prepare for job interviews.
- are aware of the dos and don'ts of the application and interviewing process.
- have gained first practical experience in interviewing for jobs.

METHODS

Pre-course survey: Course content will be tailored to participants' questions & needs;

Self-study: Participants look for job ads and prepare their application materials *before* the course;

Workshop: Short lectures, group work, discussions, role plays (interview simulation), individual feedback;