
Job Interviews

Course of the interview – structure (suggestion)

Beginning of the interview:

- Welcome the applicant
- Introductory words (warm-up)
- Introduction of the interview participants and their functions
- Explain the time schedule and procedure for the interview

Work through a structured list of questions:

- Self-presentation of the applicant
- Questions regarding the applicant's CV/résumé
- Specific questions regarding the applicant's aptitude for the job

End of the interview:

- Where applicable, information regarding TU Berlin and the employing department/institute/facility
- Questions from the applicant
- Information regarding the further procedure (time schedule, decision date)
- Leave-taking & thanks

Structured list of questions (suggestion)

The following questions should serve as examples for you. They are meant as suggestions and should be adjusted to the specific position and its requirements during the preparation for the interview.

Criterion/competency	Question	Goal
Questions regarding the application and CV		
Presentation/ appearance	Please briefly introduce yourself and your professional background. Please confine yourself to the most important stages in your CV.	Getting into conversation. Is able to be brief, precise and to prioritize; is able to emphasize essential facts
Motivation	What qualifies you, in particular, for the job? Please explain your reasons/motives for applying for the job advertised by TU Berlin.	
CV	How do you explain: <ul style="list-style-type: none"> - large gaps in the CV/résumé? - unusual termination dates? - contradictory formulations in references? 	
Specialized competence		
Professional knowledge	What do you know about...? Where and how did you obtain this knowledge? What are you particularly good at? (Give a concrete case example and have the applicant find a solution)	State of knowledge – practice, theory
Professional experience	What were your most important professional stages with regard to...? What did you mainly focus on in your work?	
Ability to organize	How do you organize yourself? Please describe your typical workday. When do you make which plans?	
Autonomous way of working	Please give us an example of a situation in which you were required to work autonomously (that is, without instructions). Why was this the case? How did you proceed? What feedback did you receive?	Applicant takes over responsibility, is able to assess the personal scope of responsibility/action

General competence		
Ability to cooperate	<p>Please tell us about your experience with teamwork. Please give us a personal example of successful (and less successful) teamwork.</p> <p>What do you like about working in a team?</p> <p>In your opinion, what are the features of teamwork?</p> <p>What distinguishes you as a team member? What role do you usually adopt or what role do you like to adopt? Why?</p>	Applicant abides by agreements, pursues common goals, passes on knowledge and information
Ability to learn	<p>How do you deal with things that go wrong? Please mention a situation in which things did not work out as well as you had planned. What happened? What feedback did you receive? What have you learned from it?</p>	Applicant reflects on strengths and weaknesses
Ability to deal with conflicts	<p>How do you deal with conflicts? Please tell us about a situation in which you had difficulties communicating with / came into conflict with one of your superiors. How did you experience this situation? How did you handle the situation? How was the conflict resolved?</p>	
Leadership ability	<p>How do you define leadership? Please describe yourself as a leader. What special qualities do you have that every "good" leader should also have? Please reinforce this with examples taken from your previous work.</p> <p>What has been the most difficult situation in your team so far? How did you handle the situation?</p> <p>What has been the worst mistake you have made as a leader so far?</p> <p>What do your colleagues appreciate about you? What don't they appreciate so much? What do your superiors appreciate about you and what not?</p>	

Inadmissible questions

- Financial situation (unless required in connection with filling the position)
- Membership of labor unions or parties
- Family planning, organization of childcare
- Denomination and religion
- Private life in general
- Type of severe disability
- Health issues (unless they impact the work, organization or colleagues)
- Criminal record (so long as it is not relevant to the job)