

Interview Checklist to Impress the HR Staff

CHECKLIST:

Application equipment [\[learn more\]](#)

- ☐ Heels in good condition
- ☐ Shoelaces clean and well-kept
- ☐ A briefcase (no backpack), or women can use a larger handbag in an A4 size
- ☐ Paper A4 notebook
- ☐ If you chose not to bring a paper notebook, bring a high-end tablet with a pen for note taking (typing notes does not work well)

Mobile phone configuration [\[learn more\]](#)

- ☐ Turn off your mobile phone or switch it to airplane mode

Application clothing [\[learn more\]](#)

- ☐ Remove the price tag from under your shoes
- ☐ Remove the outer sleeve label on your suit
- ☐ On cold days: wear a business coat with a suit, no jacket!
- ☐ Further tips can be found here:
[Convince with the right dress code Mit dem richtigen Dresscode überzeugen](#)

Embody the company [\[learn more\]](#)

- ☐ What does the company stand for?
- ☐ What are the company's core principles?



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- ☐ How high is the annual turnover?
- ☐ What experience do you use to embody these points?

Physical and mental condition [\[learn more\]](#)

- ☐ Take time off on the application day
- ☐ Ideally, take time off the day before
- ☐ Go to bed early the day before, and get a good nights sleep
- ☐ Swim or run the day before
- ☐ Do not consume alcohol the day before

Host drink [\[learn more\]](#)

- ☐ If you are offered a drink at the beginning, accept politely
- ☐ Avoid asking for a drink if it is not offered (The only exception: water is OK)
- ☐ Gratefully decline any alcohol offered during the interview, and ask for an alcohol-free alternative

Body fragrance [\[learn more\]](#)

- ☐ Use perfume subtly
- ☐ If possible, avoid smoking the day before
- ☐ It is important that you avoid smoking on the day of the interview
- ☐ If you are asked about your smoking habits, smoke only occasionally

Time management [\[learn more\]](#)

- ☐ Drive to the interview location the day before for a test drive, and practice the routine
- ☐ Schedule twice as much time for the journey
- ☐ Allow an extra 30 minutes at airports, chemical companies, and factories



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Dress rehearsal [\[learn more\]](#)

- Rehearse the conversation with a professional friend
- If you do not have a suitable friend available, practice with an online confidential trainer for the application interview dress rehearsal [Zur Bewerbungsgespräch Generalprobe](#)
- First apply to companies that are not important to you to train
- If you are already familiar with the dress rehearsal, practice it anyways. Works wonders!

Arrival [\[learn more\]](#)

- Do not arrive on foot, unless the building is in a pedestrian zone
- Choose an adequate rental car (a bit better than usual),
- or take a cab for the last mile

On the company premises [\[learn more\]](#)

- Greet everyone kindly and respectfully, regardless of their rank
- Practice speaking to the receptionist beforehand
- Make a note of your host's name
- Remember you are being watched all the time, even if you don't feel that way
- When you receive a visitor badge, clip it visibly onto your upper body
- When you leave, hand the visitor badge back to the issuing office without being asked

Greetings [\[learn more\]](#)

- First greet women according to their rank (highest rank first), then greet the men according to their rank
- Practice your handshake: not too tight, not too lax
- Make sure your hands are not sweaty



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The right seat [\[learn more\]](#)

- Sit across from your interlocutor or partners
- If you are alone in the room, choose the position of the table side opposite the door and stop until you are offered a seat or your host sits down

Ideal world concept [\[learn more\]](#)

- Keep a positive start and end of the conversation
- Your arrival was absolutely problem-free if the topic is brought up in small talk
- You have learned from difficult times
- You have grown from difficult times and in the end achieved more than you originally planned. Important: Use examples from your previous careers

Body language [\[learn more\]](#)

- Keep eye contact, but don't stare
- Present yourself with a smile when talking about yourself
- When sitting, keep your posture upright but not stiff
- Keep one arm open, interested and bent slightly forward
- Don't hide your hands under the table
- Don't walk hectically, walk carefully
- Avoid nervous bobbing with your leg, playing with your hands, and restless sitting
- Pay attention to the body language of your interviewee: if he suddenly leans obviously back and crossed his arms, he probably disagrees completely
- For advanced users: pay attention to the body language of your interviewee and reflect their actions. Not obviously, of course, but in the beginning pay attention to the subconscious conversation and mimic body language



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Application interview procedure [\[learn more\]](#)

- Engage in small talk for about 5 minutes
- Introduction by the interview partner approx. 5 minutes
- Self-presentation approx. 30 minutes
- Question and answer session between companies and applicants and vice versa approx. 10 minutes. Be prepared for these questions: [111 Fragen im Vorstellungsgespräch](#)
(Think about questions for the company that you could not find out through your own research on their website)
- Salary negotiation. Duration individually. See: [Gehaltsverhandlung online üben](#)
- Closing and saying goodbye approx. 5 minutes
- Do not return to reception

Questions that go below the belt [\[learn more\]](#)

Even if these experiences occur less often, it makes sense to be prepared:

- Think about how you will respond to outrageous questions
- Define for yourself at what point the interview has become unacceptable and you will no longer continue

The power of the break [\[learn more\]](#)

- If you do not know what to do next, use the power of the break to be expectant and thoughtful
- Collect your thoughts and then answer conclusively and well-founded

Role reversal [\[learn more\]](#)

- Put yourself in the shoes of the employer:
In your opinion, how would an applicant behave for a positive response and to invest money in this person



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[15 Bewerbungsfoto Hintergründe im Wirkungsvergleich](#)

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