

Workshop

Application Strategy – How to Master the Cover Letter, Job Interview, Assessment Centre...

Organizational Details

Instructor: Verena Graulich

Date: 27.01.2021 & 29.01.2021, start: 9:00 am, end: 1:30 pm

Location: Online

Max. number of participants: 10

Objectives

It does not matter whether you apply for a job position within or outside of academia – the application process is full of pitfalls.

During the workshop, we will have a look at the whole “journey” and answer questions such as: How and where should I look for jobs? How do I write the cover letter? What kinds of questions may arise in a (telephone) interview? How do I prepare if I have to face an Assessment Centre?

In preparation of the workshop you will receive a survey concerning your wishes and needs on this topic. That way, you may profit optimally from the workshop.

Content (possible selection)

- Preparing the application process: What do I need to know (about myself) before I can start looking for a job?
- How do I look for job positions?
- How do I find out whether I fit the job and the job fits me?
- Cover letter
- Phone interview
- Face to face job interview
- Assessment Centre
- If requested: worries, coping with frustration

Methods:

Roleplay and group exercises, discussions, presentation by the instructor,

Target group

PhD students and Postdocs

Conditions for participation

Active participation in and discretion about the contents of group discussions.

Preparatory task: Please bring along three job advertisements that you would be willing to apply for. We will discuss them during the workshop.

Course language

Depending on the group's democratic wish, the workshop will be held in German or English.

About the instructor

Verena Graulich is a postdoc coordinator at GGS and part of the Postdoc Career & Mentoring Office. In this position, she supports Postdocs on all career issues. Until 2019, she taught and did research on personal selection in the department of Work and Organizational Psychology. .

Registration

Please register until **January 18, 2021** via e-mail: info@ggs.uni-giessen.de