

TOP 10 HÄUFIGSTE FRAGEN

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|--|---|
| 1. Tell me about yourself. | Erzähl mir von dir. |
| 2. Why do you want to work here? | Warum möchtest du hier arbeiten? |
| 3. What are your strengths? | Was sind deine Stärken? |
| 4. What is your biggest weakness? | Was ist deine größte Schwäche? |
| 5. Where do you see yourself in 5 years? | Wo siehst du dich in 5 Jahren? |
| 6. Why did you leave your last job? | Warum hast du deinen letzten Job verlassen? |
| 7. Tell me about a challenge you faced. | Erzähl von einer Herausforderung. |
| 8. What are your salary expectations? | Welche Gehaltsvorstellung hast du? |
| 9. Do you have any questions for us? | Hast du noch Fragen an uns? |
| 10. When can you start? | Wann kannst du anfangen? |

STAR-METHODE – Strukturiert antworten

S

Situation

Beschreibe den Kontext kurz und klar

T

Task

Was war deine konkrete Aufgabe?

A

Action

Was hast DU getan? (Ich-Form!)

R

Result

Messbares Ergebnis + Learnings

"TELL ME ABOUT YOURSELF" – Die perfekte Struktur

1. Present *"I'm currently working as... at... where I..."*

→ Aktuelle Position & Hauptaufgaben

2. Past *"Before that, I worked at... where I gained experience in..."*

→ Relevante Erfahrung für diese Stelle

3. Future *"Now I'm looking to... which is why this role excites me."*

→ Warum dieser Job + Motivation

■ **Tipp:** Halte deine Antwort unter 2 Minuten. Bereite eine 60-Sekunden und eine 90-Sekunden Version vor.

■ BEGRÜSSUNG

"Thank you for having me."
 "It's a pleasure to meet you."
 "I appreciate the opportunity to interview."

■ ERFAHRUNG BESCHREIBEN

"In my current role, I am responsible for..."
 "I have X years of experience in..."
 "One of my key achievements was..."
 "I successfully led a project that..."
 "My expertise lies in..."

■ RÜCKFRAGEN STELLEN

"What does success look like in this role?"
 "Can you tell me about the team?"
 "What are the next steps in the process?"
 "What's the company culture like?"
 "What opportunities for growth are there?"

■ VERABSCHIEDUNG

"Thank you for your time today."
 "I look forward to hearing from you."
 "It was great learning more about the role."

NOTFALL-BOX

Nachfragen (völlig okay!):

- "Could you repeat that, please?"
- "Could you rephrase the question?"
- "I'm not sure I understood correctly..."

Zeit gewinnen:

- "Let me think about that for a moment."
- "That's a great question..."

Wort fehlt:

- "I'm not sure of the exact word, but what I mean is..."
- "How do you say... in English?"

QUICK REFERENCE: UK vs US

British (UK)

CV
 Holiday
 Organisation
 Covering letter

American (US)

Resume
 Vacation
 Organization
 Cover letter

■ FOLLOW-UP TIPP

Sende innerhalb von 24h eine kurze
 Dankes-E-Mail:
 "Thank you for taking the time to meet..."