

## Week 5 – Overview

### Interview Preparation

**Day 1**

Plan your applications and week: What's your goal?

**Day 2**

Focus applications: Send out a min. of 3 applications

**Day 3**

Focus weekly goal: Interview Preparation

**Day 4**

Focus on tech skills

**Day 5**

Reflection: What have you achieved and what would you like to work on next week?





## Week 5 | Day 1

### Input, Plan & Applications

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**Daily goal:** Weekly planning & creation of an application plan for this (and partly next) week.

**Input:** Sample interviews

- a) [Annas video "Get Better at Job Interviews : Mock Interview"](#) (30min)
- b) [Top 30 Interview Questions - From a recruiters hiring playbook](#) (50 min)
- c) [How to Answer the 7 Most Common Interview Questions](#) (18 min)

**Task 1:** Watch at least one of the videos. What can you take away from it? Write down what you learnt.

**Task 2:** Again, choose several suitable job platforms/tools/apps to search for suitable positions.

**Track your search** (see slides from previous weeks)

**Task 3: Create a plan for the week**

In the last few weeks, you have already received some input that you can repeat or deepen further. Think about a weekly plan and daily goals with which you can develop your skills. Also plan enough time for interview preparation.

**Task 4: Start with you week plan :)**





## Week 5 | Day 2

### Applications

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**Daily goal: Send 7 final applications and write at least 3 additional draft applications**

**Task 1: Write and send 3 final applications & 3 draft applications**

- a) Apply to the companies that you find interesting and are also among your TOP 3.
- b) Read the job advertisement or the company's careers page carefully. What documents are required for the application?

**Task 2: Practise interview questions**

- b) On the next two slides you will find some typical interview questions. Choose 10 questions and think about them in detail. Also formulate the answers out loud, as this is even more difficult than formulating the answers in your head.
- c) A good recruiter will build an interview and base their subsequent questions on your answers. Therefore, for each question/answer, think of 3 further questions that a recruiter could ask based on your answer. Go into more and more depth thematically and ask questions that challenge your answers or you need to give more detailed answers.
- d) Answer your follow-up questions. Again, the practice effect is greater if you say the answers out loud.

**There are 2 more slides!**





## Week 5 | Day 2

### Interview Questions

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#### Very General Questions:

- 1) Tell me about you and your career path. Why did you change your career direction?
- 2) What is your project achievement you are most proud of?
- 3) Tell me how you think other people would describe you.
- 4) What are your greatest professional strengths?
- 5) What is your personal motivation for this position?

#### Innovation & Results:

- 1) Describe a time when you identified an inefficiency or problem and took initiative to improve or correct it.
- 2) Describe a situation in which you recognised a potential problem as an opportunity. What did you do? What was the result? What, if anything, do you wish you had done differently?
- 3) Tell me about a time when you implemented a creative idea that failed. How did you feel? What would you do differently?

#### Communication & Persuasion:

- 1) Tell me about a time you disagreed with the decision of a colleague, and how you handled it.
- 2) Tell me about a time when you had to rely on your communication skills to push a project or issue into the spotlight. What was the result?





## Week 5 | Day 2

### Interview Questions

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#### Critical Thinking:

- 1) Tell me about a time you took a risk. How did you balance speed with quality? What did you learn from any mistakes you may have made?
- 2) Can you tell me about a time when you used your analytical skills to actually identify a problem? How did you discover it, and what did you do once you had discovered it?
- 3) Tell me about a time when you had to arrive at a compromise due to a lack of time/resources available. Why did you make the decision that you made and what was the outcome?

#### Team Building:

- 1) Tell me about a team project you had to take charge of. What did you do? What was the result?
- 2) Tell me about a time when you had to adjust to a colleague's working style in order to complete a project or achieve your objectives.
- 3) Give me an example of a time you discovered an error that been overlooked by a colleague. What did you do? What was the outcome?
- 4) Tell me about a time when you resolved a conflict with another colleague on your team. What steps did you take and what was the outcome?
- 5) Tell me about a time when you needed to give a colleague some critical feedback. How did you present the feedback to them? How did they respond and did they implement the feedback?



**Input:** A few insights into the interview

- a) [10 häufige Fragen und was Recruiter damit erfragen möchten](#)
- b) [Warum fragen so viele Personaler am Anfang des Gesprächs "Könnten Sie mich zum Einstieg durch Ihren CV führen?"](#)
- c) [Lücke im Lebenslauf - wie gehe ich damit im Interview um?](#)
- d) [Fragen an das Unternehmen am Schluss des Interviews](#)

Note: Videos are in german language, but you can watch them with english subtitles

### Task 1: Your Checklist

- b) Imagine you have an interview in two days. How do you prepare for it? What do you need to consider/research/what do you need to focus on in your answers? Carry out an initial brainstorming session and collect your ideas.
- c) Search for further information/checklists on the internet.
- d) Combine your ideas and the information/checklists into one checklist that you can use for your future applications.

### Possible group work & brainstorming:

- e) Come together in groups and share your experiences, expectations and concerns about interviews.
- f) Compare and complete your checklists. Have you thought of everything?

### Task 2: Work on your weekly plan

Follow your weekly plan. You are also welcome to practise further questions from the two previous slides.



- 1) Read this article about the [most important tips for coding challenges](#).
- 2) Today we want to give you some time to work on your coding skills again, as they are important for coding challenges in application processes. Therefore, please visit the [Digital Application Platform](#) and choose at least two different coding challenges to practice with.
- 3) Where did you have difficulties? Please work on these fields, using your course materials, YouTube, or other sources to improve your coding skills and be better prepared for your next coding challenge.

**Daily goal:** Reflect on your week and deepen the topics of the week

**Task 1: Summarise your learnings**

- a) You've had a good look at interviews during the week. Now it's time to use this knowledge to practise job interviews yourself. Summarise what you have learned and make a list of the five most important tips for a job interview that you would like to use in your next application process.

**Possible group work:**

- b) Find a partner and choose three of the questions you would like to practise. Work in pairs to find suitable answers to the questions for both of you.
- c) You can also practise the interviews in smaller groups. There is an interviewer, an applicant and one or more listeners who give feedback afterwards.

**Task 2:** Reflect on the week by using the Reflection Report and send it, together with your application tracker, **to your job coach.**

**Task 3:** Did you follow your plan for the week and achieve your goals? If not, what was the reason? Was your plan too ambitious and too packed? Or were you distracted for reasons? Try to reflect on this and adjust your plans/behaviour for the coming weeks accordingly.

