Interview Workshop Summary

Aspects to consider

- Timing:
  - If no interview invitation or rejection is received within a week, consider it a rejection.
  - Don't wait for an interview invite: Book your Imagine HR or Tech coach in advance!

Possible Rejection reasons

Reality Check

- There are other candidates in the process.
- It's just the start of the process. Be down to earth and well prepared.
- No specific budget for relocation.
- Urgent hiring needs.
- No capacity to provide Visa support.
- Biased hiring decision (e.g. favoritism).
- Language barriers (e.g. German-first teams).

Types of interviews

HR Interview: Candidates can anticipate a thorough examination of minimum and formal requirements, alongside discussions about their background, motivation, past experiences, and salary expectations.

Call or Meeting with Tech Team: Following the HR interview, candidates typically proceed to a call or meeting with the tech team, where both technical skills and soft skills are assessed. This interaction also serves as an opportunity for candidates to inquire about specific role details, showcasing their motivation and suitability for the position.
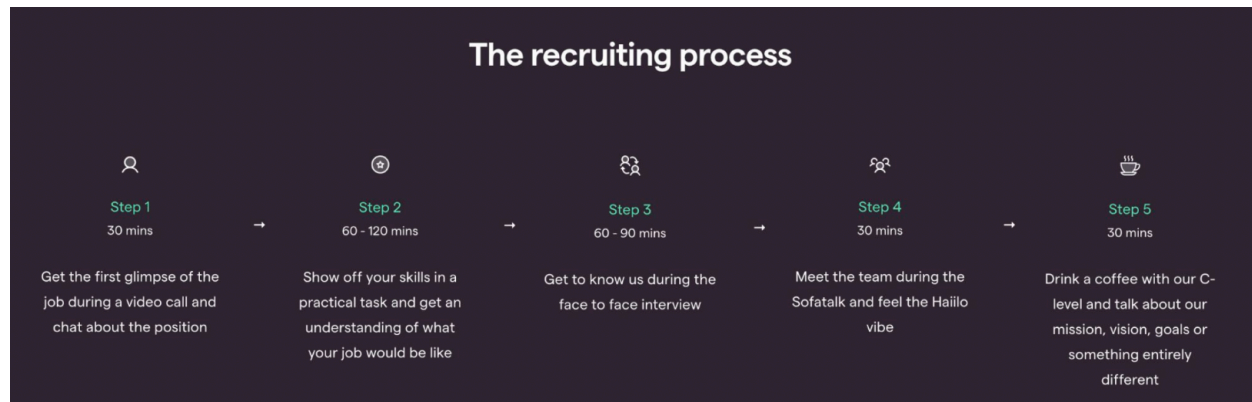
Coding Test or Take-Home Assignment: After the meeting with the tech team, candidates are usually required to complete a coding test or take-home assignment, where they must demonstrate their technical proficiency and problem-solving abilities. It's crucial for candidates to understand the task's objectives, the technology stack being used, and to highlight their strengths in addressing the challenge at hand.

Cultural Fit Team Interview/Coffee Chat: Candidates may engage in a cultural fit team interview or coffee chat, where they demonstrate their interest in the team and company culture, maintain professionalism, and explore the company's future directions.

Meeting with Head of Division/CTO: Successful candidates from the coding round often progress to a meeting with the head of the division or CTO for a broader discussion and potential negotiation of employment terms, typically preceding a job offer.

Salary negotiation and feedback

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Typical recruiting process in Germany

The recruiting process

Step 1 30 mins	Step 2 60 - 120 mins	Step 3 60 - 90 mins	Step 4 30 mins	Step 5 30 mins
Get the first glimpse of the job during a video call and chat about the position	Show off your skills in a practical task and get an understanding of what your job would be like	Get to know us during the face to face interview	Meet the team during the Sofatalk and feel the Haiilo vibe	Drink a coffee with our C-level and talk about our mission, vision, goals or something entirely different

As you browse job boards, you'll often find companies detailing their recruitment process right in the job ad or on their website. Some even offer preparation **tips** to help you navigate the process more effectively.

TO-DOs before any Interview:

- Research the company (values, principles)
- Research the interviewer (if possible)
- Ask for clarification if missing any information
- Prepare a set of questions
- Prepare a 2-minute pitch (general and current job)
- Identify 2 reasons for your interest in the job/company
- Make a note of key words or phrases
- Decide your salary expectation
- Conduct a mock interview
- Sleep and eat well the night before
- Dress for the role
- Choose or suggest the best time for a stable internet connection
- Turn off your cell phone
- Be prepared for different interview types and questions
- Consider stories from previous positions that relate to the company's culture and values
- Write thank you notes after the interview
- Ask to reschedule if you can't make the interview on time

During the interview

- Relax and trust yourself
- Be punctual and choose a quiet space
- Be professional
- Be informed about the job and company
- Understand the recruiter's position (limited time, many candidates)
- Make answers clear, complete, and concise
- Confidently present your expertise, but don't overdo it
- Align your skills and achievements with the company's needs

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- Structure examples using SARA (Situation, Action, Result, Application) or STAR (Situation, Task, Action, Result) methods
- Practice active listening
- Ask questions to show interest and understanding of company culture
- Admit if you don't know something and show willingness to learn
- Know your salary range; discuss it at the end
- Ask about the next steps in the process

Sample Interview Questions

Behavioral Questions:

- Describe something you had to push for in previous projects.
- Tell me about a time there was a conflict in your team. How did you handle it?
- Give an example of a difficult problem you solved and your process for approaching it.
- Describe a time you had to motivate your team to take action.
- What is the most constructive feedback you have received in your career?

Situational Questions:

- What would you like to accomplish in your first, second, and third month with us?
- If we asked your colleagues, what would they say about you?

Motive Questions:

- Why would you like to work for us?
- Why do you want to leave your current/last company?
- Why should we hire you?
- What are you excited about?

What questions should I ask to show interest and gain more information?

- Anything you're curious to understand about the company
- How does onboarding look?
- How would your first week/month on the job look?
- What do you like about working at this company?
- Tell me about a recent challenge your team faced and how you handled it
- How do you communicate within the team/company?

After an interview

- Send a thank-you note within 24 hours
- Reflect on your interview performance for improvement
- Consider how the position aligns with your career goals
- Prepare for potential second-round interviews
- Follow up politely if there's no response within the specified timeline
- If offered a job on the spot, express gratitude and request time for consideration

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