

Presenting your strengths convincingly:

Effective strategies for applying for academic jobs

This training provides an opportunity to systematically learn how to apply for postdoc positions at universities and research institutions. In addition to receiving concrete information and tips about how to structure applications documents, participants will also be able to practice presenting their academic profile and get feedback about the impression they make. Participants learn argumentation strategies for dealing with difficult questions as a preparation for interviews.

In addition, during one year following the seminar, participants have the option to submit one current application for individual feedback and evaluation.

Focal points:

- Qualifications requirements, implicit norms and "rules of play" in science and academia
- The application scenario: challenges of the situation
- Developing an individual application strategy
- Designing your written application
- Training for the interview

Trainer: Dr. Gudrun A. Schwegler, uni-support

Date: November 17-18, 2011

Mastering the selection process:

Developing job application strategies for business and industry

Having personal initiative and preparing intensively for the application process are absolutely essential for anyone applying for top positions in business and industry. Central elements of this process include sounding out one's chances on the job market, developing solid application strategies, and carefully preparing a successful self-presentation in initial job interviews, selection interviews or in selection and assessment centers.

The target of this seminar is to help participants steer systematically towards positions that match their individual career aspirations and to show them how to place themselves as closely as possible to the top of applicant ranking lists. Participants will develop targeted application strategies and learn valuable details about selection criteria and various selection procedures used in business and industry. By informing themselves about the situation in specific companies and learning more about the demands of business and industry, participants will be in a position to apply both their outstanding professional qualifications and their soft skill competencies appropriately and effectively.

Focal points:

- Reading job descriptions accurately – classifying the company
- Developing an individual application strategy
- Selection criteria for applicants for top positions in business and industry
- Professional self-presentation during the selection
- Selection and assessment centres: settings, methods, tasks, and assessment criteria
- Effective preparation: the essential components

Trainer: Dipl. Päd. Dipl. Psych. Monika Puls-Rademacher, uni-support

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