

Conducting the job interview



To form an initial impression of your potential candidate from abroad, you can arrange a first interview by phone or over the Internet.

- Take care to adapt your language to ensure that the interview is comprehensible for both sides. It might make sense to conduct the interview in English or involve someone with corresponding language skills.
- During the interview, ask why the applicant wishes to come to Germany and their perspective on working and living here. Inversely, describe what support you can provide to **help them and their family integrate**.
- If an applicant is shortlisted, you can arrange a personal interview. For this, you need to find out whether a **visa is required** to enter Germany. Also explain how much support you can provide for the journey to the interview, for example by arranging overnight accommodation or collecting the applicant from the airport.
- Some companies even conduct the personal interview in the applicant's home country. During the interview, bear in mind the cultural differences both in relation to verbal and non-verbal communication.

Tip: Assign a contact from the HR department or elsewhere in the company to the applicant for the duration of the application process. This person should, if possible, have the corresponding language skills if the applicant speaks no or only limited German.

Information on the web

Federal Employment Agency (BA)

Information on admission to the labour market

Information for employers on recruiting international qualified professionals

KOFA (centre of excellence for securing a supply of qualified professionals)

Recruitment procedure – judicious recruitment of qualified professionals

Recruiting from abroad – Efforts to secure skilled labour without borders

<https://www.make-it-in-germany.com/en/looking-for-foreign-professionals/targeted-recruitment/application-process/interview/>

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