

## Tipps für das telefonische Interview mit der Gastfirma

Bewerbungsgespräche in einer Fremdsprache haben ihre Eigenheiten. Hier sind ein paar Tipps, die das Bewerbungsgespräch erleichtern sollen.

Most companies like to talk to you on the phone or via Skype before offering a definite intern or trainee position. You should be prepared to answer some questions, which, regardless of how they are worded, are meant to elicit information about your qualifications and how you, as an applicant, fit the organizational set-up of the company. Furthermore, they are aimed to get to know some things about you and your attitude.

### Vor dem Bewerbungsgespräch

**Informieren Sie sich gründlich über die Firma** (Website): Geschäftsbereiche, Größe, Medienpräsenz und - sehr wichtig - die Firmenphilosophie. Überlegen Sie sich vorab ein paar ausformulierte Antworten auf Standard-Fragen (siehe unten) und machen Sie sich eine Liste der zu stellenden Fragen.

### Das Gespräch

Legen Sie Ihren Lebenslauf und etwas zum Schreiben in Griffweite bereit.

Wenn Sie anrufen, melden Sie sich auf amerikanisch:

*"Hello, this is .... speaking, I'm calling from Austria to ask about ..."*

Sagen Sie, warum Sie anrufen und wen Sie sprechen wollen.

*"Could you connect me to the Internship Coordinator?" "Could you give me the name and phone number of your Internship Coordinator, please. I would like to send him my application."*

Fragen Sie, ob Ihre Unterlagen angekommen sind und was die nächsten Schritte für Sie sind: *"I would like to confirm with Mr. XY if he received my resumé and I would like to clarify with him what I should do next."*

Vergewissern Sie sich, dass Sie den Namen Ihres Gesprächspartners korrekt aussprechen.

Vermeiden Sie allzu lockere Formulierungen sowie politisch und religiös gefärbte Aussagen.

Fragen Sie nach, wenn Sie eine Frage nicht verstanden haben.

Beantworten Sie alle Fragen so ehrlich aber auch **so positiv** wie möglich.

Bedanken Sie sich und verabschieden Sie sich freundlich.

*"Thank you so much. You've been very helpful. May I call you again if I have more questions?"*

### Typische Fragen

#### Tell me about yourself?

An appropriate reply would briefly touch upon:

- your capabilities and strengths
- why you want to do an internship at the company
- what you can contribute to the company based on your personal motivation and experience

Try to be as natural as possible, e.g., "I'm a student of ... and I am interested in an internship because ..."

"So tell me about yourself" is an invitation for you to explain your strengths and your goals. Follow up such a question by asking the employer for information about the job, company and location. This shows that you are interested and that you are not afraid of taking the lead in a conversation (another skill admired in the US).

#### Other standard questions:

Why do you want to come to the US?

Why did you choose our company?

What do you know about our company?

What kind of work experience do you have?

How will your experience help you work for our company?

If you have limited experience - why should we hire you?

Where do you see yourself professionally in three years' time?

If you don't get this position, what are your alternatives?

Will you work overtime? What kind of salary/compensation are you hoping for?

How do you cope with responsibility?

How well do you interact with colleagues?

How was your education financed?

Give me an example of your problem-solving skills.

Do you have any references?

When can you start in this position?

Tell me about your studies (work) so far.

What was your latest project (most recent assignment)?

How well acquainted are you with the products and services of our company?

Would you recommend your last place of employment to others?

We all have our biases and hang-ups. What are some of yours?

Your resumé says ... Can you explain in more detail? (be prepared for every single item!)

This position calls for considerable team work. How do you work in a team?

**Off the beaten path-questions are:**

Do you have any misgivings about working in a department headed by a female executive?

Can you name the last two United States Presidents?

How do you feel about our company's dress code?

The best way to prepare for a phone interview is role playing. Formulating answers prior to the phone call should keep you from getting too nervous and allow you to answer all of the questions during the interview with grace and enthusiasm. Practice your English by reading and talking to friends in English.

Develop any details you gave in your resume. Remember that communication skills are very important in the US, so sound pleasant and interested. Your accent will usually sound charming to an American ear, but some employers may forget that you are unused to their accent--it is OK if you politely ask them to speak more slowly or to repeat a question.

Do not make excuses for yourself. American employers prefer a positive attitude and a display of self-confidence. Clearly point out that, as a participant on CIEE's Internship USA or PCT USA program, you will be in possession of a properly authorized US government-issued J-1 visa. Tell employers that they can verify the program by contacting CIEE in Portland, Maine, if they wish: [www.ciee.org/hire/intern](http://www.ciee.org/hire/intern)

If applicable, explain what you have studied and how it relates to this internship. Explain the type of skills and knowledge you are seeking to gain in this internship. Tell them how long you have studied English. Tell them if you spent time living/working/studying in an English-speaking country.

**Fragen, die Sie stellen wollen**

What are the duties involved in the internship?

What specific activities will be involved and to what extent of the time?

What type of duties will be required? How will I be supervised?

How will I receive feedback?

How many people will I be working with?

How often and in what ways will I be dealing with clients/public, etc?

Will there be an orientation to the company? Will training be provided? What type?

For a long-term internship position (8-18 months), will there be increasing responsibilities and duties?

What are the company's main activities?

How many people work at the company?

How many other interns will work there? American or international?

What does your company consider to be the benefits of hiring interns?

How is the company growing and expanding? Is the company international?

When does the internship start?

What is the area like where the company is located? If it is in a small town, how far is the nearest city? How big is this city? Remember many US cities sprawl and are very suburban.

Is there public transportation? Is it near an airport?

Confirm salary arrangements, but do not negotiate.

When will they be able to give you their decision?

Die nachfolgenden Tipps und mehr finden Sie auf <http://www.ciee.org/intern/find/interview.aspx>

**Interview Tips:**

Before the interview, research the company's products, services, and activities, and review their website.

For an in-person or webcam interview, dress appropriately. Many companies will expect you to wear a suit, although some businesses are less formal. If in doubt, wear a suit.

Be on time—plan to arrive/be ready at least 20 minutes early to make sure you are not late.

Be prepared to tell them why training in the U.S. will help you meet your long-term career goals.

Ask informed questions—it's a good idea to think of questions beforehand. Asking questions will show that you are interested and serious about the opportunity.

Remember to mention that you will be applying for a J-1 Visa, that CIEE will be your legal sponsor, and that the company will not need to provide you with work authorization or health insurance.

At the end of the interview, ask the employer when you should expect to hear from them about the position.

**Post-Interview Follow Up**

Say thank you! Sending a thank you letter via email is an important step in the interviewing process, and an excellent way to reinforce your interest in the position.

If you don't hear from the employer within the timeframe you expected, politely make contact with them again to check on the status and to remind them of your interest in their company.

**Accepting a Position**

Once you've accepted a position, you will need to create a DS-7002 Training/Internship Placement Plan as part of your program application. To read more information about this process, please visit our [Applicant Resources section](#).