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## Job Interview — Tips for Success

Dress code, punctuality, typical questions and salary negotiation during Vorstellungsgespräch in Germany.

**Deutsche Begriffe:** Vorstellungsgespräch | Bewerbungsgespräch | Dresscode | Gehaltsvorstellung | Probearbeit

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### Vorstellungsgespräch in Germany

In Germany, the Vorstellungsgespräch (job interview) is a formal process with clear expectations. Good preparation significantly increases your chances.

#### Dress Code

- **Office / Administration:** Suit or blazer with shirt/blouse, subtle colors (dark blue, gray, black)
- **Crafts / Production:** Clean, well-groomed clothing — jeans and polo shirt are often acceptable
- **IT / Creative Industry:** Business-casual — neat jeans with shirt/blouse
- **Rule of thumb:** Better slightly overdressed than too casual

#### Punctuality

Arrive **5-10 minutes before your appointment**. Being late is an absolute no-go in Germany. Plan your journey generously and have a phone number ready in case something unexpected happens.

#### Typical Questions

Question	Tip
"Tell me about yourself."	Brief introduction: education, experience, motivation (2-3 minutes)
"Why this position?"	Connect to the company
"What are your strengths?"	Provide concrete examples
"What are your weaknesses?"	Be honest, but with improvement strategy
"Where do you see yourself in 5 years?"	Realistic career goals

### Ask Your Own Questions

Prepare **2-3 of your own questions** — this shows interest:

- "What does a typical workday look like?"
- "What further training opportunities are available?"
- "How large is the team?"

### Salary Negotiation

- Research **beforehand** standard salaries in your industry (e.g., on kununu.com, gehalt.de)
- State a **salary range** instead of a fixed number
- Gross annual salary is standard in Germany (not monthly salary)
- Remember: vacation, bonuses, home office and job ticket are negotiable

### After the Interview

- A short **thank-you email** the same day looks professional
- Ask about the **timeline** for the decision
- If you don't hear back after 2 weeks: ask politely for an update

### Probearbeit

Some employers invite you to a **trial workday**. This is usually **unpaid** (maximum a few hours) and serves for mutual getting to know each other.