Guide to Finding Work in Germany
Career Service

Eva Maisel
08 May 2019
Welcome to Guide to Finding Work in Germany!

You are currently studying in Konstanz and the idea to stay in Germany after you finish your studies grows on you…

There is one important rule to make this idea a reality:

Start preparing for a career in Germany as early as possible!

The Career Service, the International Office and the departments are here to support and assist you with this endeavour.
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Walk-in consultation during lecture period: Mon, 2.00 – 3.30pm, room D412a (Eva Maisel) 
(20 minutes slots for small questions and application documents check) 
Please sign up on the list on the door.

Extensive individual consultation by appointment: Please write to cs.beratung@uni-konstanz.de 
Please feel also free to ask your questions via e-mail or telephone.
Outline

- **The German job market**
  - for international academics
  - and recent graduates

- **Employers’ expectations**
  - Which skills are relevant
  - for German employers

- **Living up to the expectations**
  - How to gain skills during your studies
  - Offers at University of Konstanz

- **How do I find a job?**
  - Search strategies, job application
  - and German business culture

- **New offers at Career Service**
  - Career Passport for Internationals
  - Job Shadowing
The German job market
The German job market

⇒ Low unemployment rate especially for academics
Germany has one of the lowest unemployment rates in the EU
Hot topic in employment – German „Fachkräftemangel“*

*shortage of high skilled workers

Shortage of skilled workers by sector: Vacancy days for open positions by field as indicator.
Year 2018 (in comparison to 2017)

Experts in software development, programming and IT user consulting
Germany by Federal States December 2018

→ Shortage in some sectors

How will it develop? More skilled jobs vs. more students

Shortage of skilled workers by sector: Vacancy days for open positions by field as indicator.
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Germany by Federal States December 2018

→ Shortage in some sectors

How will it develop? More skilled jobs vs. more students
How long does it take for graduates to find a job?

After 1 year:
- 60% Employment
- 4% Internship
- 23% Study/PhD
- 4% Unemployed
- 27% Clerkship
- 3% Jobbing
- 0% Clerkship

After 1.5 years:
- 88% Employment
- 12% Parental Leave

Percentage of employed (Master-) graduates after 1 year:
- Medizin: 95%
- Ingenieurwissenschaften: 89%
- Informatik: 89%
- Architektur, Bauingenieurwesen: 85%
- Wirtschaftswissenschaften: 85%
- Sozial-, Politikwissenschaften: 84%
- Insgesamt: 66%
- Geisteswissenschaften: 65%
- Mathematik, Naturwissenschaften: 60%
How much do graduates earn?

<table>
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<th>Qualification</th>
<th>Monthly Gross Salary (up to one year)</th>
<th>Monthly Gross Salary (up to three years)</th>
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<tr>
<td>Promotion</td>
<td>4,222</td>
<td>4,591</td>
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<tr>
<td>Master Uni</td>
<td>3,682</td>
<td>3,563</td>
</tr>
<tr>
<td>Approbation</td>
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<td>4,630</td>
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<tr>
<td>Master FH</td>
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<td>3,647</td>
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<tr>
<td>2. Staatsexamen</td>
<td>3,490</td>
<td>3,908</td>
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<tr>
<td>Diplom Uni</td>
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<td>3,714</td>
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<tr>
<td>Bachelor FH</td>
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<td>3,534</td>
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<tr>
<td>Diplom FH</td>
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<td>3,582</td>
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<tr>
<td>Bachelor Uni</td>
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<td>3,240</td>
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<tr>
<td>Magister</td>
<td>2,618</td>
<td>3,064</td>
</tr>
<tr>
<td>1. Staatsexamen</td>
<td>2,533</td>
<td>2,748</td>
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**Monthly gross salary graduates by sector**

- **Banken**: 4,367
- **Fahrzeugbau**: 4,381
- **Chemische Erzeugnisse**: 4,349
- **Büromaschinen und Datenverarbeitungsgeräte**: 4,108
- **Maschinenbau**: 3,917
- **Krankenhäuser**: 3,857
- **Energie- und Wasser-versorgung, Entsorgung, Recycling**: 3,858
- **Telekommunikation**: 3,644
- **Forschung und Entwicklung**: 3,622
- **Datenverarbeitung und Datenbanken**: 3,525
- **Erbringung von unternehmensbezogenen Dienstleistungen**: 3,329
- **öffentliche Verwaltung**: 3,288
- **Hochschulen und hochschulverwandte Lehranstalten**: 3,278
- **Parteien, Gewerkschaften und Wirtschaftsverbände**: 3,154
- **Großhandel, Handelsvermittlung**: 3,066
- **Einzelhandel**: 3,055
- **Bau**: 2,964
- **Druckindustrie, Verlage**: 2,974
- **Sonstiges Sozialwesen**: 2,654
- **Kultur, Sport und Unterhaltung**: 2,647

Quelle: WSI-Lohnspiegel-Datenbank – www.lohnspiegel.de
Which nationalities do academics working in Germany have?

Datenquelle: Statistik der Bundesagentur für Arbeit

* Afghanistan, Eritrea, Irak, Iran, Nigeria, Pakistan, Somalia, Syrien
Employers’ expectations
What do employers in Germany look for?

**Study performance**
- Final Grade
- Masters degree
- Standard period of studies
- University reputation

**Additional skills**
- English
- Internships
- Practical experience
- International experience
- Other languages
- Social engagement

**What do you rate higher, an excellent final grade in standard time or practical experience via internships?**
What about German language knowledge?

German skills and employment rate

- Persons with a fluent knowledge of German
  - earn on average 22% more than persons with no or basic language knowledge (as well as 12% more than persons with good knowledge)
  - are 20% less likely overqualified for their position.

https://www.destatis.de/DE/ZahlenFakten/ImFokus/Arbeitsmarkt/ZuwandererSprachkenntnisse.html
„If I work at an international company in Germany, I wont need German skills.“

Wrong:

- Contact to **German customers or business partners** will require German (you don't want to make communication hard for them).

- Even in an international team, you usually **have to talk to a German occasionally** (for example to an electrician).

**German employers rate German language knowledge as highly important.**

Note: Some job advertisements do not list German language knowledge as requirement because it seems obvious to them that it is necessary for the position. If in doubt, ask before you send your application.
What may the future bring?

**AREAS OF LOSS**
- Routine, repetitive and predictable (manufacturing, logistics and retail and wholesale)
- ‘secure jobs’ - office workers, banks, administrative personnel, even law,
- **Big data analysis**, such as credit analysts, financial advisers, mathematical technicians

**AREAS OF GROWTH**
- Jobs with level of human interaction or guiding robot behaviour
- Building complex relationships with **people**, especially customer-facing jobs,
- Jobs that are unpredictable emergency management directors and repairers.
- **Education and Training** as people need to shift occupational categories and learn new skills. Many may have to re-train several times during their working life.

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**Top 10 skills important in the workforce**

*2015*
1. Complex Problem Solving
2. Coordinating with Others
3. People Management
4. Critical Thinking
5. Negotiation
6. Service Orientation
7. Active Listening
8. Quality Control
9. Judgement and Decision Making
10. Creativity

*2020*
1. Complex Problem Solving
2. Critical Thinking
3. Creativity
4. People Management
5. Coordinating with Others
6. Emotional Intelligence
7. Judgement and Decision Making
8. Service Orientation
9. Negotiation
10. Cognitive Flexibility

*Source: Future of Jobs Report, World Economic Forum*
Outline

Living up to the expectations
Which skills should you have when applying for a job in Germany:

- **Expertise** – hard facts
- **Practical skills** – more than just internships
- **(German) language knowledge**
Expertise

**What?**

Knowledge you have gained through your studies or related projects:

- Studying
- Doing project work
- Writing papers/thesis
- Joining conferences, scientific work shops, Summer schools
- …

**How?**

In addition to fulfill your course work – be connected!

- sign up with (departmental) mailing lists
- use departmental councelling services to discuss your study plan
- make a point of professors noticing you (activity in seminars, use the consultation hours to discuss your papers)
- get a student research job
- keep eyes and ears open for opportunities
Practical skills

What?

All kinds of experiences where you were able to implement your expertise or gain practical knowledge.

Build a (professional) network.

How?

• Do an internship
• Find a student job
• Do voluntary work
• Join an association
• Visit courses at the SQ center (key qualifications)
• Do project seminars/seminars with a practical focus
• Job Shadowing
(German) language knowledge

What?

German language knowledge
English language knowledge
(Native language)
(Other languages)

Where to learn German?

• Uni courses
• Language schools
• Work with Germans
• Do sports with Germans
• Join the Tandem programme
• Voluntary work/associations
• Ask your German friends to speak German with you
Which specific skills should I acquire during my studies?

Orientation and information:

• read job advertisements

• research career biographies (for example #traumjob)

• Portals informing about job perspectives (for example berufe.net and watchado.com in German)

• make contact, ask questions -> Career fair Kontaktpunkt on Nov 21, Job Shadowing

• make an appointment with the Career Service
Services you can use at Uni Konstanz

Career Service
- Workshops, career counselling, application check …
- Job Shadowing, Career fair
- uni-konstanz.de/cs

Career Passport
- Career related activities, portfolio for your skills
- informatik.uni-konstanz.de/beratung-und-service/career-passport/

SQ - Schlüsselqualifikationen
- transferable skills, workshops, Profil+ (together with Career Service)
- uni-konstanz.de/sq

SLI - Sprachlehrinstitut
- (German) language courses, tandem …
- uni-konstanz.de/sli

Departmental Coordinators
- Help to find internships
- Workshops, information about potential working fields
How do I find a job?
Should I work during my studies?

Benefits of working during your studies:
• Income
• Practical experience – rated as important by employers
• Learning German faster
• Getting first hand experience of working with Germans
• …

Typical student jobs:
• Internship/Werksstudent -> first hand experience in potential working fields
• Hiwi (research assistant) -> insight into research, esp. recommendable for students planning an academic career
• Part-time jobs: In all kinds of business fields (gastro/tourism, language schools, retail, offices…) -> soft skills, adaption to German (business) culture

Links to find student jobs:
• Career Service internship job portal and other selected portals: https://bit.ly/2MFcEkj
• Research assistant position: advertised in CS job portal, department notice boards and department mailing lists.
• Part-time jobs in Konstanz: https://www.seezeit.com/Community/SuchenJobangebot.do

Note: Ask for an „Arbeitszeugnis“ at the end of your employment as proof of your experience.
More information about legal aspects of working in Germany during and after your studies:

Legal requirements for working in Germany

Wednesday, 22 May, 5-6.30pm, Room G300
(Alexandra Frasch)
Where to find job offers

- Job advertisements online or print (ca. 40%)
- Career Networks (XING, Linkedin, …)
- Speculative application
- Contact on a job fair (kontaktpunkt Nov 21) www.messen.de
- Offer after an internship/student job
- With help of friends, family, professors etc.
Which documents do I need to apply?

Put effort into compiling your documents – it’s a work sample!

Always read the job advert carefully for required documents.

An internship and a job application usually include the same documents.

Nothing mentioned or „vollständige Bewerbung“, „übliche Unterlagen“:
Cover letter, CV and Certificates/References

„Kurzbewerbung“: Only Cover letter and CV
Possible differences to other counties:
- maximum one page
- subject line mandatory
- own and company address mandatory
- Date mandatory
- Recommended to address a person directly
- 4-5 sections
- salary expectations only if asked for
- Signature, also if applying online
- …
Possible differences to other countries:
- personal details including photo
- focus on hard facts, no description of personality
- bullet point structure
- two pages are possible
- date and signature at the end
- clarity and brevity
- …
More information about application document formalities:

- "Job Application Documents in Germany" on Wed. 12 June at 3.15pm in F428
- Career Guide (available in German and English)
- Download section of the Career Service website
- Get your application documents checked on Mondays between 2pm and 3.30pm in D411 or send your documents to career.service@uni-kn.de
The job interview

Preparation is key!

- Gather information about the company
- prepare for standard questions
- plan your outfit and how to get to the office
- think of questions you would like to ask
- think about how to present your skills and yourself (but be authentic)
More information about job interviews:

„How to prepare for a job interview“
Wed. 10 July, 3.15pm in H308

Mock Interview „Practise your job interview“
Wed. 17 July, 3pm in G420
registration via career.service@uni-kn required
**German business culture**

**Reliability:**

Wherever you work in Germany, you are expected to be 100% reliable. This includes:

- You are expected to **fulfill your assignments**, this is your responsibility. Should there be a problem, **communicate openly and as early as possible**.

- Deutsche Pünktlichkeit: **Always be on time**, this includes deadlines as well as being on time for meetings etc.
German business culture

**Structures and rules**

German businesses usually have a **structure** (for example who makes certain decisions, how to address business partners, who is able to spend company money, how to apply for holidays) and a **set of rules** which all employers are expected to follow.

Such rules often exist in written form and/or are part of the work contract. Failing to comply with the rules can lead to a warning or even termination. Therefore, make sure you know the rules or ask beforehand if unclear.

Beware: There are also often hidden (hierarchical) structures.
German business culture

Task focussed

Most German companies and professional teams work very task focussed. This means:

- **Communication is very direct and straightforward.** This also applies to criticism, which is usually not intended to be personal. You are expected to have a **professional attitude towards criticism**.

- If your German colleagues or business partners do not share a lot of private information with you right from the beginning, this does not mean that they don’t like you. Most Germans **separate between private and business**, although you should be ready to make some small talk as well.
New offers at Career Service
Career Passport Programme
Your steps towards professionalism

Successfully combining career orientation and your studies
Are you thinking about starting a career in Germany?

Get started now with the Career Passport Programme!

- Get insights into the specifics of the German job market
- Get advice on career orientation and application processes
- Acquire valuable hard and soft skills
- Meet prospective employers

How does it work?

- It takes 3 to 4 semesters
- Events and activities are easily integrated into your everyday study life
- You complete four mandatory and different elective activities to gain application skills, German language skills, specialist and interdisciplinary qualifications and work experience
- Your efforts are documented in your Career Passport
- At the end you receive a certificate listing your achievements
Career Passport

Pillar 1: Apply
- Mandatory activities (take all four)
- Compulsory elective activities (take at least five)

Pillar 2: Speak
- German courses/departmental courses in German (try to reach at least level B1/2)

Pillar 3: Live
- Choose from the courses at the Centre for Transferable skills (take at least two)

Pillar 4: Work
- e.g., fulltime internship/writing your thesis with a company/subject related student assistant job

Want to learn more?
Visit
- uni.kn/cs/careerpassport

Contact
Mateja Borchert
Career Passport Coordinator
Room D 410
+49 7531 88-3510
career.service@uni.kn
- uni.kn/cs

Contact
Eva Maisel
Career Service Internationals
Room D 412 a
+49 7531 88-2548
career.service@uni.kn
- uni.kn/cs
JobShadowing

One day at a company

Interested in…

- getting to know a field of work?
- experiencing everyday working life?
- making contacts?

Take a day, become a job shadow and get to know a company.

uni.kn/cs/jobshadowing
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Please feel also free to ask your questions via e-mail or telephone.
Re-imagining student learning in a time of global change and uncertainty. Presentation by Bairbre Redmond (Universitas 21), 2019.
