

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the slide, framing the central text. The overall aesthetic is clean and modern.

# Webinar with Yvonne Brockhaus

# Questions

Must I translate my CV and supporting documents to German?

- Strictly speaking yes. The language the job advertisement is in should be the language of your application. So if it is in German, your application should be in German. If the advertisement is in English you can apply in English.
- My secret advice, always reach out to companies beforehand, don't apply just cold. So you might ask them, which language would you like it in?
- Make use of [Deepl.com](https://www.deepl.com)
- Many companies use automated processes to do the first scan of the resumes they receive

# Questions

What format must my CV be in?

- Maximum 2 pages.
- German employers do value creativity, but don't go overboard. I see a lot of resumes with colour blocking
- If you can have a professional look at the content
- Fonts – Arial or Times New Roman
- You can use Europass but so many people do, that it is easily identifiable and wont make you stand out
- Add a photo, it is important. Wear formal clothing. Relax and smile

# Questions

Where do I find help in creating a professional CV?

- The Arbeits Agentur can assist you, they also offer workshops
- Employment agencies can assist you
- Consider making use of a professional
- There are many courses available to help you create your own CV

# Questions

Do I really need to add a photo, and how can I make it stand out and look professional?

- You can do it yourself, just make sure that your clothes look professional
- Stand out, make a good impression

# Questions

How do I increase my chances of finding a job when I don't speak fluent German yet?

- Even if you speak perfect German, I repeat my advice. Don't go in cold. Try to find someone within the company by using you know, your network of friends. Friends in Germany, France, South Africa, family members
- You can name drop in a cover letter, saying you know someone at the company or was referred by this person

# Questions

How do I find English speaking jobs?

- 80% of people apply to only 20% of the companies. So here is the problem, we only think of the big brand names. We don't think about the small and medium enterprises that are desperately seeking staff. Most of these companies do not advertise online, so contact them directly. Look in local newspapers
- Immigrants spirit (<https://www.immigrantspirit.com/>) is a great place to look
- The local (<https://www.thelocal.de/jobs/>)

# Questions

What to expect from an Interview, how can I increase my chances of landing my dream job?

- In Germany the interview will start with a bit of small talk asking you how you got here, and then its down to business and they will ask you experts questions and psychological questions
- Sometimes you might have five people in the interview, asking the questions
- Always shake hands at introduction
- Be well prepared
- Do your homework about the company
- Always have questions ready to ask the interviewer



# Questions

What to expect from the German working culture?

- Germans like to do things thoroughly and take their time doing it. It is about quality not quantity.
- They don't want to make mistakes and try to be experts in their field
- They tend to only take responsibility for what is their job description.
- Most meetings end up being workshops

# Questions

What are the things I should never do in the workplace

- Germans separate their working and private life
- If in doubt, address someone as Herr or Frau (The formal way)
- Always be polite
- Dress professionally when you start working at the company
- Practice an elevator pitch for your first day, and when meeting you new colleagues (also good for your interview)

# Questions

Are there any agencies that assist south Africans in the entire process from obtaining a job to recognition of documents to visa assistance?

- The German Southern African chamber of commerce
- Best way is to find a German company in South Africa and ask for a transfer later on. They usually assist with the paperwork
- Black pen recruitment (<https://blackpenrecruitment.com>)
- Contact Yvonne on LinkedIn for more information
- There are welcome centres in most towns in Germany, they also assist international job seekers and also recognition of studies

# Questions

Does having an EU passport show as more favorable for work opportunities?

- The short answer is yes



# Questions

What is an average salary for a household of 2 adults?

- It highly depends on where you live in Germany and which profession you are in.

The 2021 average salary is 54 000 euro per year before tax

- There are a lot of social taxes in Germany



# Questions

Are there any questions or tips to help me stand out on paper to secure an interview?

- Learn how to introduce yourself, tell something exciting about yourself
- Know your worth and what salary to ask for but also to expect
- Always have questions of your own to ask, if you don't they will think you are not interested in the company

# Questions

What kind of financial support (from the government / universities / Arbeitsagentur) do mothers coming out of Elternzeit have when they would like to change careers (Umschulung / Weiterbildung, etc) and how does one go about applying for this?

- It depends on your residence status
- Kontaktstelle Frau und Beruf – google for your town. Funded by Government, helping woman with their careers. Many times associated with the VHS and the IHK

# Questions

References – what is the norm?

- Written
- You will get an “Arbeitszeugnis” from your employer. It is a written letter of reference
- Usually they do not call references but it can happen



# Questions

Are German companies at all apprehensive to employ foreigners (as opposed to a lesser-qualified local) because of the work around obtaining visas etc. for new employees?

-“If we can hire someone equally qualified being a German, help me help you as a human resources manager. This is also one thing I want to stress, we are your friend, of course, we do the pre screening, and we might reject you. But if you talk nicely to us, we are usually people persons. So you know, talk to us. So if you are equally qualified, we might go for you, especially if you can tell me, convince me as HR and the future boss, that you can just do the job even better than a German.

So the short answer is, No, we need skilled professionals in Germany. But I'll be brutally honest with you. Again, if I get contact request without a personalized message on LinkedIn, or just saying, hello, I want to work in Germany. You know how many everyday I get, I'm not likely to help you. I'll be very honest with you, I know a lot of fellow HR feel the same. But if you write me and you explained very nicely, and you'd write why you came to Germany, why you want to work here. In my experience, you can really convince people with your skills and your personality.

# Questions

## How to keep your CV Short

- 2 Pages
- No mistakes in your CV
- Tailor your CV it's a love letter to the company
- Convince them you are born to work for them

# Questions

I am already employed at a German company in South Africa. Would you advise that I rather apply to the company in Germany to help me immigrate to Germany

- Big companies are more open to foreigners, but you have more competition from locals
- Many big companies work in English
- Try smaller companies as well

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