

Application 4.0 - Make the Most of Your Online Application

Objective

To successfully search the internet for jobs, present yourself online, apply online and tame all features of “robot recruiting” (online application systems, including pre-selection tools and interview or assessment tools).

Description

These days companies and public and governmental institutions use online tools and algorithms for recruiting employees - with new features of “robot recruiting” (from time-shifting video interviews to gamification as a pre-selection tool). The process of application and recruiting gets faster and easier - but applicants may have the feeling that it also becomes less transparent and more confusing. The workshop will eliminate uncertainties and clarify most online application features using practical exercise and practical examples.

Main topics will be tips and tricks for

- Self-presentation in social media
- Successfully using online pre-selection tools
- Documents in online systems (CV, application letter, text fields)
- Time-shifted video-interviews
- Online assessment tools

Methodology

The course includes short lectures, practical exercises (with peer feedback) and a script for further reading.

Conditions

Bring your laptop.

Trainer



Dr. Eva Reichmann

beruf & leben, Bielefeld

- Since 2011 owner of beruf & leben GbR and working as a trainer and consultant for career planning, doctoral studies, job-related competences and University teaching
- 2004 to 2010 establishing a service unit for study, teaching and career at a university
- Prior to that 7 years consulting and training for HR and OD in the private sector
- 1990 - 2001 teaching and research at the University of Bielefeld
- She works with universities nationwide, allowing ideas from other areas to be incorporated into her work - and she knows both academia and the private sector from practical experience

Organizational Information

Language	English
Target group	Advanced Doctoral Candidates and Postdocs from all faculties
Date	Tuesday, 22 October 2019, 9:30 – 17:30
Registration	For registration click here