

Application 4.0 - Make the Most of Your Online Application

Trainer



Dr. Eva Reichmann
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- 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
- 2004-2010 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, and knows both Academia and the private sector from practical experience

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 as well as public and governmental institutions use online tools and algorithms for recruiting employees - with new features of "robot recruiting" (from time-shifted video interviews to gamification as a pre-selection tool).

The online workshop will clarify most of these online application features using practical examples and online-tasks.

Main topics will be tips and tricks for

- basics of personnel selection procedures for online application,
- successfully using online selection and pre-selection tools,
- documents in online systems (CV, application letter, text fields)
- online assessment tools (e.g. online assessment tools, time-shifted interview etc).

Methodology

Preparation phase: 19-25 January 2022 - approx. 2 hours, on your own time

- You will receive an individual login code for the moodle course room.
- The moodle course room provides material and tasks for preparation. If necessary, these tasks are supervised by the trainer.

Online attendance: 26 January, 2022, 9:00 – 13:00

- We will work together on interactive learning situations.

Transfer phase: 27 January - 2 February 2022 - approx. 2 hours, on your own time

- In the moodle course room you will receive feedback, can ask further questions and exchange ideas with the trainer and the other participants.

Conditions

To participate you need a laptop or computer with audio/video function (microphone and camera) and a stable internet connection.

Organizational Information

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| Language | English |
| Target group | Advanced Doctoral Candidates and Postdocs from all faculties |
| Date | Workshop: Wednesday, 26 January 2022, 9:00 – 13:00 |
| Registration | For registration click here |