

## Checklist

# Your first job / a new job

	✓	Short description	Description
<b>Application</b>	<input type="checkbox"/>	<b>Curriculum vitae</b>	The curriculum vitae (CV) plays a very important role in a candidate's application. It contains personal data, information on education and training, the candidate's professional experience, their individual skills and competencies as well as their strengths. A CV is usually formatted as a table, ideally in a nice layout.
	<input type="checkbox"/>	<b>Cover letter</b>	In your cover letter, you express your interest in the position, explaining your motivation for applying. Your goal is to get invited to a job interview.
	<input type="checkbox"/>	<b>Diplomas and certificates</b>	In addition to your cover letter and CV, you may also have to hand in other documents when applying for a job. These include school reports, university diplomas and/or reference letters.
<b>Job interview</b>	<input type="checkbox"/>	<b>Preparation</b>	Make sure you prepare for the interview. Think about your strengths and weaknesses, try to get to know the company, anticipate frequently asked technical questions and prepare suitable answers.
	<input type="checkbox"/>	<b>Clothing and appearance</b>	Choose appropriate clothes for the interview and make sure that they are clean and in good condition – no stains or missing buttons. As a guideline, you may want to look at what other employees working in comparable positions at this (or a similar) company wear. You should also pay attention to other details, such as clean shoes and tidy hair.
	<input type="checkbox"/>	<b>Questions</b>	Prepare questions you may want to ask a future employer.
	<input type="checkbox"/>	<b>Salary</b>	One of the most sensitive questions during a job interview concerns a candidate's salary expectations. Inform yourself beforehand about the salary range for the position in question. To get a sense, you can research online or talk to your friends and family.

<b>Accepting a job</b>	<input type="checkbox"/>	<b>Contract terms</b>	Congratulations – you got the job! Make sure you read your employment contract carefully and ask questions on any aspects that you do not understand. Only sign the contract if you understand and agree with all the terms and conditions.
	<input type="checkbox"/>	<b>Payment</b>	Check whether the salary/wage specified in the contract corresponds to what has been agreed.
	<input type="checkbox"/>	<b>Working hours</b>	Before accepting a job, ask yourself whether your scheduled working hours suit your current circumstances. Think about your wishes and preferences beforehand, considering aspects such as remote work, flextime or compensatory leave.
	<input type="checkbox"/>	<b>Service note</b>	If there is no written employment contract, your employer is legally required to provide you with a service note instead.
	<input type="checkbox"/>	<b>Trial period</b>	At the start of employment, you and your employer may agree on a trial period, allowing both of you to evaluate whether the job and the working relationship are a good fit. The trial period may last a maximum of one month, although some collective agreements set out shorter trial periods. In these cases, the trial period cannot be extended, not even by individual agreement. During the trial period, the employment can be terminated by either party at any time without prior notice and without giving reasons.