

## WELCOME TO THE VDI NACHRICHTEN RECRUITING DAY

Here you will find some general information to make your visit to the VDI nachrichten Recruiting Day somewhat easier. If you have any further questions, do not hesitate to contact the information desk at the event.

### What is the VDI nachrichten Recruiting Day?

The VDI nachrichten Recruiting Day is a one-day careers fair for engineers, IT engineers, technical specialists and managers who are looking for a job. It was first held in 2002 and now takes place throughout Germany. Companies with staffing needs exhibit with a stand at the event and are on hand to answer visitors' questions about their company as well as vacancies and career prospects. It is an opportunity to make initial contact face-to-face, but more in-depth questions can also be asked.

### How do I prepare for the fair?

In order to plan your visit, take a look at the event's website beforehand to see which companies will be present and which of them may be of interest to you. Make sure your application documents are up to date. You should bring one or two complete application portfolios with you to the fair, along with several copies of your CV so that you can present your career history when talking to companies. In terms of outfit, aim for a business or casual business look.

Also remember to take a pen and paper for any notes and don't forget to register for the event in advance.

### What is the best way for me to proceed at the fair?

Start by getting an overview of the exhibiting companies if you haven't done so beforehand. The best way of doing this is to take a look through the exhibitor catalogue to see which companies may be of interest to you. You can then look at the Job Board at the event to see which positions the companies wish to fill. Then simply approach the companies and talk to the representatives on their stands. No appointment is necessary.



### **What kind of information will I find in the exhibitor catalogue?**

At every Recruiting Day there is a catalogue featuring all of the exhibiting companies. In it, you will find a brief profile of each company, a map of the fair, details of the free programme and a directory of exhibitors. The directory of exhibitors will give you a good overview of the companies and the disciplines in which there are vacancies. You will be given the catalogue at the entrance, although please note that it is only available in German.

### **What kind of companies can I expect?**

You can generally expect to see a real mixture of companies – from SMEs and family-run businesses to engineering service providers and corporations. The exhibitors mostly also reflect the focus of industry in the region. The companies will only exhibit at the event if they actually have vacancies for engineers. If you notice that certain companies are not present at the event, it is probably due to the fact that they are currently not seeking any engineers. Engineering service providers also exhibit at the VDI nachrichten Recruiting Days. Companies are increasingly commissioning external engineers via service providers, partly to enable them to out-



source the entire project development process and bridge bottlenecks, but also to allow them to react flexibly to economic fluctuations. Many young engineers seize the opportunities offered by these engineering service providers to get into the research and development departments of these companies and gain a wide range of experience within a short space of time. Engineering service providers are also a good springboard for securing a permanent position in the industry, although older engineers can also contribute their wealth of experience here.

### **How do I get a free application photo?**

Simply visit the 'ingenieur.de' stand to get a voucher for a free application photo. While you are there, register for the 'jobs by email' service and you will receive your voucher. You can immediately redeem it

at the event and have your photo taken by a professional. You will then be sent your photo by email approximately two to four days afterwards.

### What is the lecture forum?

The lecture forum is free for all visitors. It is a place where experts discuss jobs and careers and provide information and advice. There are generally several lectures, starting at about 11.30 a.m. It is not necessary to register for the lectures, although it should be pointed out that they are only held in German.

### What is the individual careers advice?

This is a 20-minute talk with an HR expert. It is an opportunity for you to ask your very own career-related questions and seek advice. You are welcome to take

your application portfolio with you to the meeting in order to give the adviser a better insight into your career history while also making improvements to the documents. You must register for the careers advice. Please note that it is not possible to give every visitor free careers advice. Accordingly, registration will be on a first come, first served basis. Time slots will be allocated for the entire day from 11 a.m. onwards. It is generally possible to receive careers advice in English.

### Is there a cloakroom?

Yes. There is a cloakroom for visitors at all event locations. You can leave your jackets, coats and any luggage there free of charge. Simply ask at the information desk for the location of the cloakroom.

### What is important to bear in mind after my visit to the Recruiting Day?

If you have spoken to several company representatives at the Recruiting Day, it is a good idea to make notes on each conversation immediately afterwards.

What was your impression of the representative? How did the company present itself? What information did you receive and what information have you shared?



Which of the company's vacancies are of particular interest to you?

Use your notes to draw comparisons and record important facts, e.g. whether you left your CV or contact details with the company, when you should get in touch again and who you should contact, etc. If you were satisfied with the way the talks went, write a brief thank you note and

send it soon afterwards by email or post. Make reference to individual points that came up in the course of the conversation. Briefly list your qualities again and express your interest in holding further talks. Stay in touch and enquire once again after about two weeks. Also analyse the talks that didn't go as well as you had wanted and think about what you could do better next time.