

CHECK LIST / INFORMATION DOCUMENTATION

MARKET INFORMATION

- Draft a list of the periodicals, industry organisations, associations and institutions that are prevailing for your specialised/professional sphere. Subscribe to any relevant journals (trial subscriptions!).
- Collect any job advertisements in any additional areas of interest – compare them – analyse the requirements for them – and how well you fulfil these requirements.
- Call up the corresponding homepage on the Internet and try to learn additional information about the job poster.
- Collect industry and company information in additional areas of interest, informational brochures, financial information, annual reports and press articles and determine your own level of interest from such information.
- Try to collect all written/printed information about the potential employer before an interview and, if possible, ask the company's employees about the company.
- Call your contact person beforehand, confirm the appointment and ask questions about the company and the vacant position.