

Guidelines for conducting job interviews with
young migrants - version for HR managers
Result WP2 - Focus groups and interviews with juvenile
migrants

join--a-job!

New means of cross cultural clearing and counselling
instruments for VET in order to grant access to
qualification and training for juvenile migrants

Project no. 2008 -1-AT1-LEO05-00614

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1. Checklist for companies

This checklist is aimed at supporting companies / employers / hr managers during the application process, especially with young migrants. A small survey in this project highlighted what has been proven with several earlier European studies about juvenile migrants searching for a job. In many cases applicants with a migration background face barriers during application processes due to e.g. lack of fluency in language, different education and non validated certificates from country of origin, etc.

The following 'guidelines' shall help employers to reveal someone's competences better and help to emphasize applicants' individual skills, strengths and competences in order not to miss valuable advantages for companies and to reveal barriers for young migrants in Europe.

Companies hiring people with migrant background will be increasing their benefits if they

- recognise the strengths of the migrants
- see their individual competencies they have acquired on their path of life
- see and further develop their potentials
- consider their experiences acquired with living in other countries/cultures as a competitive advantage
- appreciate the talents they have
- recognise them being bilingual or even trilingual as a competitive advantage in a globalized world
- recognise their ability to adapt quickly in new environments, trying to investigate how they've experienced life in the new country
- see their flexibility and the capability to be open-minded as a competitive advantage in a dynamic world.
- estimate someone's individual multicultural experiences as a quality
- appreciate their know-how in managing diversity, because of the experience they made in different countries.
- appreciate also foreign certifications that might have not been validated officially

- see opportunities for further education, to encourage someone
- see their informal competences, that can not always implicitly be acquired at work
- see their intercultural competences and communication skills

à These resources can only be achieved through:

- a competence and resource based view
- offering trainings in case of need
- an open mind towards cultural diversity.
- respect and appreciation from both parties

à Companies creating cultural awareness (might) have a competitive advantage in the future.

2. Pool of Questions

This pool of questions can be used in addition to standard questions for job interviews in an application process. They help to reveal some competences of migrants that might be acquired in a non-formal or informal way. They also focus to identify intercultural competences and individual skills:

- **Can you tell me at what kind of schools/institutions you have attended (first/secondary/tertiary education level)? Which results did you achieve? (Did you finish the school? If not, why?)**

Notes / applicants respond:.....

- **Where did you work, what were your assignments? Did you like them? Why did you quit it? You can also tell me things you might not consider to be important for this job.**

Notes / applicants respond:.....

- **Can you tell me about your working or training experiences in your home country or in foreign countries? Considering these experiences, what was of enormous importance for you?**

Notes / applicants respond:.....

- **Are there experiences you are proud of or which ones were most important for your personal development in life? What do you consider to be challenging in working in different cultures?**

Notes / applicants respond:.....

- **How do you get adapted to new or different circumstances? Do you like to be challenged?**

Notes / applicants respond:.....

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- Have you ever experience problems in intercultural communications? Do you like to be in contact with people from different cultures?**

Notes / applicants respond:.....

.....

- Did you already work together with people from other countries? Did you like it? Have you ever experienced problems in working with people that are different from you? Did you already experienced working in intercultural teams? How was it?**

Notes / applicants respond:.....

.....

- What are your talents or what do you consider yourself to be good in?**

Notes / applicants respond:.....

.....

- Version for minors: What would you like to be once adult? What would you like to do most?**

Notes / applicants respond:.....

.....

- Version for adults: What do you like to change in your future? What do you expect from your possible job in our company?**

Notes / applicants respond:.....

.....

- What kind of activities or work do you really like and still want to become better? What would you like to learn furthermore?**

Notes / applicants respond:.....

.....

- Can you briefly tell me three of your strengths and weaknesses?**

Notes / applicants respond:.....

.....

- Do you have certifications for what you have done until now? Did you attend a course without getting any certification? Have all your educational certificates been approved in this country? Is there any education that was not accepted here, which one?**

Notes / applicants respond:.....
.....

- Can you imagine participating in trainings related to your job? Are you ambitious? Are you looking for a career?**

Notes / applicants respond:.....
.....

- What kind of languages do you speak? At what level would you estimate yourself in understanding, reading and writing these languages? How long have you been learning these languages? What do you find easy when learning a new language and what rather difficult?**

Notes / applicants respond:.....
.....

- Why do you exactly want to do this work?**

Notes / applicants respond:.....
.....

- What would you enjoy most about this job?**

Notes / applicants respond:.....
.....

- Do you know customers/clients of our business, who come from other countries?**

Notes / applicants respond:.....
.....

- What do you think are the expectations of customers/clients with migration background towards our services?**

Notes / applicants respond:.....
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- **How would you address/approach migrants from your community to inform/contact them about our company?**

Notes / applicants respond:.....
.....