

**HOW TO GET IN TOUCH WITH YOUR FAVORED COMPANY** Useful hints composed by the German-Arab Chamber of Industry and Commerce

**WHICH OPTIONS DO YOU HAVE TO GET IN TOUCH WITH A COMPANY**

There are different options finding a job. In general you will find job opportunities by reading local or national newspapers, for instance, or you can use recruitment agencies such as metrace.com.

*Job advertisement*

Companies often provide vacant jobs in job advertisements in local or national newspapers. Write out the phone number and ring the company up and ask for an appointment for a job interview. Before you get in touch with your favored company you should have a look on the company's website and gather information about the firm itself. Deal with the company's profile for preparing yourself regarding to a job interview.

*Recruitment agencies*

One of the easiest ways to find a job is to apply for the recruitment center METRACE allocated by the German-Arab Chamber of Industry and Commerce. Firstly, you must register to be able to add your data online and to search for job advertisements on [www.metrace.com](http://www.metrace.com). There is no charge for job seekers. It is necessary that you possess an own E-Mail-address to get the password. You have to fill out the application form. After a successful registration you receive your access data by email. You can also upload certificates as well as a photo of your own.

For companies the website offers several options to support recruiting. For a favourable fee, companies can access [www.metrace.com](http://www.metrace.com) and look for appropriate candidates. Moreover, job advertisements are published on the website. All registered candidates are informed about new job possibilities. Finally, we offer to conduct interviews, select candidates and propose the most qualified to the company, thus greatly reducing the hassle and time for companies to hire new staff.

*College and university career offices and notice boards*

Moreover, you can use the career offices of colleges and universities. Here you will find competent support and sufficient materials.

