

Your contribution to success

Language skills

Continually expand your German skills! For example, regularly repeat what you've learnt, read German-language newspapers and watch German TV programmes, make contact with native speakers etc. Mutual understanding is important in all respects and opens up new possibilities.

Punctuality

Keep to agreed times. Inform people in good time if you have a prior engagement or cannot keep an appointment.

Reliability

Stick to agreements. In a team, everyone must be able to rely on each other.

Enthusiasm

Show your agency what you can do and that you want to achieve something. Motivated, interested and enthusiastic people find exciting work quicker.

Sense of responsibility

Carry out your task to the best of your knowledge and abilities. Admit to mistakes and let yourself be corrected. Standing around gives a poor impression.

Independence

Where possible, think and act independently. Show your company that they can rely on you.

Willingness to learn

Take every opportunity to learn something.

Work as a team

Help others and then they will help you.

Politeness and manners

Be polite to customers, colleagues and employers. Use polite forms of language, i.e. 'Sie', unless the other person uses 'Du'.

Organisational skills

Leave your work space clean and tidy.

Persistence

Keep going even if work is occasionally boring. Many goals can be reached with persistence.

Absence

Absence is only permitted in case of serious emergency. Inform your employer immediately and justify the absence.

Appearance

Always come to work appropriately dressed and well-groomed. Pay attention to personal hygiene.


Uncertainty

Please ask if you do not understand something. Asking questions shows that you are interested and also saves considerable trouble.

Support programme for occupational integration of recognised refugees and temporary residents

Job application workshop




 Fachstelle Integration Graubünden
Post specialisà per l'integraziun dal Grischun
Servizio specializzato per l'integrazione dei Grigioni



Englisch

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www.fluechtlinge.gr.ch



Aim

- You will apply successfully for a job in your chosen profession, with personal assistance and support from an expert.
- You will compile a comprehensive, up-to-date personal portfolio.
- You will learn the correct way to submit an application.

Conditions

- German language skills level A2-B1
- Prepared to engage in motivated and active cooperation
- Regular attendance
- Current CV, references and certificates are available electronically (USB stick)

Job application workshop

Content

- Internet job searches
- Creating electronic application documents
- E-mail applications
- Applications using an online form
- Preparing for a job interview

Organisation

- New referrals to the job application workshop will come via the Integration department job coach.
- Participants will each agree an appointment of 30 minutes per week with course management. At the appointment they will receive practical advice on searching for jobs and will discuss various issues.
- Participants can also use the job application workshop to write applications on their own (appointment necessary).
- Location: SIGMAL AG, Tittwiesenstrasse 29, 7000 Chur, 2nd floor

