

Dear customer!

You have already discussed training or work with your careers adviser or placement officer. We are now inviting you to attend the Occupational Psychology Service.

We want to be able to understand you

If you have already attended a German course (A2 certificate or higher) or if you can already speak and understand basic German (e.g. talking about school, work or leisure time), then you can attend alone.

If your level of German is still poor, bring someone who can translate for you.

We will help you to find suitable training or work

The Occupational Psychology Service is staffed by psychologists who will help you to find a suitable job.

We will work with you to find out:

- what you are especially good at,
- what work you are interested in,
- what work you can already do with your level of German,
- how well you can learn new skills,
- what help you might still need before you are able to work.

Your appointment with us is not connected with the asylum procedure. We only deal with employment matters.

What happens at the Occupational Psychology Service?

- The psychologist will discuss your **ideas about work** with you.
- Then you will complete some **tests**.
For example, the tests include tasks relating to arithmetic, tasks that show how good you are at learning, tasks relating to the German language, and tasks relating to observation.
- The psychologist will discuss the **results** with you. The results will show what job suits you best and what assistance you still need.

What happens next?

The results are forwarded to your careers adviser or placement officer so that you can meet them to discuss the next steps towards entering training or employment or receiving any assistance you still need.

What else do you need to know?

- Perhaps you are unfamiliar with the idea of psychologists helping you look for work. This is normal in Germany.

- If you don't understand something, just ask us. We will try to explain it to you in a different way or to show you pictures.
- If you don't want something, just say "Nein" (no). This is allowed here.
- We have both women and men working for us. You cannot choose who will discuss your case with you.
- You must be healthy and well-rested for your appointment. If you are not well, please let us know.
- If you have glasses or a hearing aid, then please bring the glasses or hearing aid with you.
- If you cannot attend because you are ill, please call us immediately or write us an email (see telephone number and email address on your invitation).

Where can you find more information?

Further information on the Occupational Psychology Service can be found at

<https://www.arbeitsagentur.de> → Über uns → Berufspsychologischer Service (BPS)

You will find examples of tasks from the tests at

<https://www.arbeitsagentur.de> → Über uns → Berufspsychologischer Service (BPS) → Weiterführende Links: Beispielaufgaben

The Occupational Psychology Service of the Employment Agency