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 will help to determine your level of German

Knowledge of German is important for training or working in Germany. The Occupational Psychology Service is staffed by psychologists who will work with you to determine what training or employment you can already undertake with your level of German. They will also recommend any assistance that might still be necessary to improve your knowledge of German.

First, we want to establish how well you can *speak* German. If you can already *write* in German, you will also complete a test relating to this. However, German writing skills are not a prerequisite for the appointment.

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

What happens at the Occupational Psychology Service?

- It concerns your knowledge of German.
- The psychologist will discuss the results with you directly at the appointment.

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 employment.

What else do you need to know?

- Perhaps you are unfamiliar with the idea of psychologists helping you to look for work. This is normal in Germany.
- If you don’t understand something, just ask us.
- 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 (contact details can be found on the invitation).

The Occupational Psychology Service of the Employment Agency