

2nd Interview Tips

You have been selected for second interview. What now? First interview versus second interview: *what is the difference?* In a nutshell, the people attending each interview could change, questions should deepen and claims you made in the first interview will probably be tested. So remember you are another step closer to the job!

Do build on the information you researched first time around about the industry, the company and your potential role. You can do this by reading industry publications, news articles, the company's web site and annual report. Get to know the company by reading about its mission statement, goals, business philosophy and management style. Learning about your potential employer will help you understand the importance of the role on offer to the company's success and how to talk about your skills, interests and experiences in a way that meets those needs.

Don't forget as you respond to a question; maintain eye contact with everyone on the panel and not just the person who asked the question.

Do get a good night's sleep. Maintain your energy, confidence, and enthusiasm.

Do remember a major reason for the second interview is so the employer can see how well you fit in with the company culture and how you will get along with other team members with whom you'll be interacting with every day. Deploy your very best interpersonal communication skills..

Do expect to be asked some of the same questions you were asked in the first interview, but some new ones as well. Second-interview questions may delve more into your personality, or they may be more targeted toward specific skills or both. Plan to keep your responses fresh yet consistent for each person you meet with during the second interview, and don't worry about repeating yourself since you will likely have a different audience every time you give roughly the same response.

Don't forget that most of the guidelines that apply to first interviews also relate to second interviews.

Further Tips:

- Remain calm. It's okay to take a moment or two to think about a question.
- Be brief and to the point but avoid 'yes' and 'no' answers;
Be positive and enthusiastic; and
- Know your skills and strengths and express them in a confident way.

Asking questions shows initiative, enthusiasm and that you are interested in the position. Here are some examples that you might ask:

- What am I expected to accomplish in my first six months?
- How would you define your company culture?
- What support will I receive for my professional development?

Use the second interview to clarify any of your doubts about the organisation including its training program or location. And use the second visit to work out if you like the people you may be working with. Remember this is a two way process. They may like you, but what's your opinion of them? Use this opportunity to meet individuals, view facilities, review company philosophies and ask any additional questions. Do the employees seem happy, bored, overworked? These are people you will have to spend much of your time with so it is best to find out now.

Second interviews are often occasions for you to be introduced to other potential colleagues as well as the manager - and just as much as it's their mission to find out if they really like you, it's yours to determine if you can happily share an office or desk with them. If you are lucky enough to be introduced to people who would effectively be your peer group, don't be afraid to ask them what it's like to work there. You could ask what the office atmosphere is like, how social they are (if this is an important consideration), even certain aspects of what it's like to work in that area if appropriate - is there a nearby gym, decent shops, good transport links and so on.

Follow-up

After the second interview, remember to give immediate feedback to your consultant. Include any areas you felt you may have fallen down on - perhaps you have a nagging doubt about a specific answer you gave, or forgot to press home a certain point about a special skill or experience you have. Your consultant can cover this for you in his or her call to the employer.

Good Luck!