

SECOND INTERVIEW TIPS

When employers complete their initial interviews for a job opening, they ask the top candidates back for a second interview before making a final decision. A second interview may be the last step in the process before an offer is made. This is your opportunity to show why you are the best person for the role so remember to sell your strengths. It is also important to understand, this is your chance to have all your questions answered so that you can ensure they are the right organisation for you.

Both the employer and the interviewee should have specific goals during the second interview.

Employer's Goals:

➤ Identifying specific qualities:

In the first interview employers are focusing on identifying the many general qualities/skills important to their organization, but in the second interview employers will often try to determine if have the specific qualities they are looking for in a new employee.

➤ Identifying organizational fit:

This may be the time you meet other members in the team. Employers will want to see how others in the organization respond to you and if you fit their corporate culture.

Interviewee's goals:

- Interviewee's goals are to view the facilities and meet other team members that you would be working with .
- You have to determine if the company, the job, and the people are a strong fit for you. Have a list of questions and make sure all your questions are answered so that you can make a sound decision.

The second interviews may be either structured or unstructured. It is a good idea for you to ask about the format of the interview beforehand so that you can be better prepared:

➤ Structured Interviews

A second interview is considered structured if each interviewer has specific criteria they use to assess you. One person may ask technical questions to determine your skill level.. Another one may ask about educational background. Be prepared to be asked different questions from different parties that have a stake in deciding if you are the right person for the organisation and the role.

➤ Unstructured Interviews

An unstructured interview will be casual and the interviewer will be assessing your overall behaviour. You may be asked to meet with a number of team members so they can get additional feedback and determine how you will interact in their team environment.

