

Your Guide to Second Interviews

PURPOSE OF SECOND INTERVIEWS

- Employer's Goal
 - Do you fit into the organization's culture?
- Job Seeker's Goal
 - Do you really want to work for this employer?



PREPARATION

As you prepare for your interview, be sure to...

- Obtain a copy of the itinerary, and the names and titles of the interviewers
- Check homepages, periodicals, or trade journals for timely information
- Ask for any additional information you should review



Sample Itinerary



Wednesday, March 12

6:45pm - 7:30pm

Arrive & Check into Hotel

8:00pm

Dinner with Management Team

Thursday, March 13

8am - 9am

Breakfast with CEO

9am - 10:30am

Search Committee

10:45am - 11:45 am

Human Resources

12p - 1pm

Lunch w/ Department Staff

1pm - 1:30pm

Tour

1:45pm - 2:45pm

Candidate Presentation

2:45pm - 3pm

Wrap-Up with CEO

3pm - 5pm

Check out of hotel and airport drop off

PLANNING YOUR ATTIRE

The itinerary helps in planning what you will wear and need to bring with you to the interview

Professional casual wear

Interview suit

Extra essentials

Attaché or brief case

Comfortable shoes



MAKING TRAVEL ARRANGEMENTS

The majority of employers will pay for your travel.

Some will make the arrangements directly, while others will expect you to make the arrangements and reimburse you after the visit.



Types of Second Interviews

- Panel Discussion
- Structured
- Unstructured



PANEL INTERVIEW TIPS

- Make eye contact with everyone
- Address your answer to the person who asked the question



STRUCTURED INTERVIEW TIPS

- Less common than unstructured
- Multiple interviewers participate
- Each interviewer is investigating a different characteristic, i.e., sales ability, work ethic, related experience, leadership skills
- Respond with specific answers and examples of your experiences

UNSTRUCTURED INTERVIEW TIPS

- Most common second interview
- Multiple interviewers participate
- Each interviewer is evaluating all the qualifications
- Respond by knowing the priorities or goals of the different interviewers or the “players”

“THE PLAYERS” & Their Goals

Each interviewer is trying to determine the following...

- **Entry Level Employee**
 - ~Are you likeable and a team player?
 - ~Do you respect the position?
- **Middle Management Employee**
 - ~Do you have the skills to get the job done?
 - ~Will you make your boss “look good”?
 - ~Do you have the willingness to pay your dues?

“THE PLAYERS” & Their Goals

- Senior Executive
 - ~Do you have long term “promotability”?
 - ~What are your personal qualities?
- Personnel Employee
 - ~Will you have future personnel problems?

“THE PLAYERS” & Their Goals

- 1st Round Interviewer

This is your ally. They called you back because you have the potential to succeed.

S/He can share important interview information with you prior to the second round

- Alumni

This is the toughest interviewer – your success or failure reflects on them.

S/He can provide you valuable insight if they offer it.

FOLLOW-UP

- Evaluate the interview
- Send thank you letters
- Follow-up with a phone call



GOOD LUCK WITH YOUR SECOND INTERVIEW!

If you have questions, please contact the Career
Development Center at 301.860.3825

