

Course stage: Sixth Week

Topic: The Second Job Interview - What to Expect

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The Second Job Interview - What to Expect



Good news! You've been invited back for a second interview (or a third or fourth). But, you feel that you've already covered everything in the first interview? How will this interview be different from the first? How do you prepare for the second round?

Can you do the job?



When you are asked back for a second interview it means that you are considered a viable candidate for the position and you are qualified to do the job.

Second interviews vary with each company. Since you are going to meet with different people, you can expect to be asked some of the same questions, beginning with "Tell me about yourself," or "Walk me through your resume."

Do we like you – are you going to fit in?



They know you have the skills by now, and will be looking to see personality and cultural fit. You will be measured against other candidates who have applied for the same position. It is important that you leave the interviewer with something to make you "remembered." Think of five strengths you have and pick the one that you feel differentiates you from the pack. An example would be a technical person who has great customer service skills.

A good way to let the interviewer know about you is through other's quotes. "If you were to ask my last boss he would tell you that I am his right hand man -- or woman."

Your challenge is to set yourself apart from the pack. It will be necessary to let the employer know that you are a great match for the position and that you have what it takes to do this job.

"Fit" is an important factor. Be sure to review your match to the position description -- from the company's standpoint as well as your own.

Be prepared for other topics to surface



Other subjects may come up in this interview such as salary requirements and benefits. Prepare by doing some research on salary and some thinking about your benefits requirements. You cannot negotiate a salary until you have an offer, but you can prepare by knowing the "going rate" for your position -- salary.

You should also do a budget sheet of your expenses and figure out what it costs you to live each month - your salary needs. You should know your "walk away" number. When you cannot afford to take the job. It is a competitive job market and you will have to sell yourself whether it is a first or second interview. Continue to

congratulate yourself each time you get that call for a second interview -- you just got to the next rung up the ladder towards that job offer.

"No person who is enthusiastic about his work has anything to fear from life."— Samuel Goldwyn

MORE IMPORTANT TIPS ON THE SECOND INTERVIEW

Second Interview Tips and Suggestions

You've done it! You passed the first interview with flying colors and you just got a call to schedule a second interview. What happens next? How can you use a second interview as a means to get a job offer? It's important to be aware that the company is seriously interested in you, or they wouldn't have called. You are definitely in contention for the job! Here are suggestions on how to use your second job interview to help secure an offer.

Second Interview Tips

Get the Agenda

Sometimes, a second interview can be a day-long interview. You may meet with management, staff members, executives, and other company employees. Ask the person who scheduled the interview for an itinerary, so, you know upfront what to expect.

For example, at Microsoft the second interview process involves meeting with people from different product groups. Candidates usually meet with four or five people who are geared to provide an idea of what it's really like to work for Microsoft.

Research, Research, Research

Learn everything you can about the company. Review the About Us section of the company web site. Use Google and Google News (search by company name) to get the latest information and news. Visit Message Boards to research what's being discussed. If you have a connection, use it to get some insider information on management and staff, as well as the company in general.

Review Interview Questions and Answers

You may be asked the same questions you were asked during the first interview. So, review the questions you will be asked and brush up your responses. Like the first time around, it's good to take some time to practice interviewing, so, you are comfortable with your answers.

Dress Professionally

Even if the workplace is casual, until you get the job, you will want to dress in your best interview attire, unless you are told otherwise. If the person scheduling the interview mentions dressing down, business casual attire would typically be most appropriate.

Lunch / Dinner Interviews

when you are scheduled for a full-day of interviewing, lunch and/or dinner may be included on the agenda. Dining with a prospective employee allows the company to review your communication and interpersonal skills, as well as your table manners. It's important to dine carefully. The last thing you want to do is spill your drink (non-alcoholic, of course) or stop food all over the table. Order appropriately and brush up on your dining skills, and your manners.

What You Didn't Say

Was there something you thought you should have mentioned during your first interview? Or was there a question you had difficulty with? The second interview will provide you with the opportunity to expand upon your responses from the first interview. Review the notes you took during the first interview, to see what you might have missed talking about and what you can clarify or add.

Ask Questions

When you're invited to interview a second time, the chances are good that you are in contention for the position. It's appropriate to ask for a copy of the job description to review, as well as to ask about the organization structure and how you will fit in.

Is There a Fit?

Sometimes, whether a particular job is a good fit is hard to define. I've been in a position where I had an uneasy feeling that I really didn't want the job. It wasn't anything I could pinpoint specifically, but, it was there. If a voice is telling you you're that you are not sure about this job, listen to it. You don't have to turn down the job, but, you can ask for additional meetings with staff, especially the people you are going to be working with, to make sure the job is a good fit for you.

If You Get a Job Offer?

In some cases, you may be offered a job on the spot. You don't have to say yes, or no, immediately. It actually makes sense not to say yes right away, unless you are 110% sure that you want the job. Everything may seem perfect while you're there, but, once you have a chance to mull over the offer, and the company, it may not seem as wonderful. Ask for some time to think it over and ask when the company needs a decision by.

Say Thank You

You have, I hope, already sent a thank note to the people you interviewed with the first time. Again, take the time to send a thank you letter (email is fine) to everyone you met with and reiterate your interest in the company and in the position.

