



THE SECOND INTERVIEW

Second interviews typically follow on-campus or initial phone interviews. Most often they are designed so that the employer and the candidate can get to know each other more in-depth than is possible during the on-campus or phone interview. In most cases, the ultimate objective is to ensure there is a good fit or match between you, the position, and the organization.

PREPARATION

- Prepare questions to ask.
- Prepare for and practice aloud questions interviewers may ask about how well you will fit in their organization. Prepare for behavioral questions and practice the STAR method.
- Think about what you want to observe in the organization and in employees.
- Be familiar and up-to-date with information about the employer (Review company website, become familiar with the mission statement, research the employer in the news, etc.).
- Often you will be emailed an interview agenda. Note who you will meet with as well as if you need to bring a portfolio, give a presentation, etc.

ARRANGEMENTS AND EXPENSES

- Think about your travel plans and how you will arrive at the organization. Know where you are going and how long it will take to get there.
- Ask the employer where he/she recommends parking for the interview. Plan ahead for heavy traffic, parking arrangements, and parking fees.
- For out of town interviews, it is important to discuss who will pay for the expenses – you or the employer. If the employer is footing the bill, discuss arrangements and then confirm them in writing. Travel is often expensive; make sure you have funds available if the employer is not paying.

ARRIVAL

- If flying or driving a long distance, consider arriving in or near your destination the evening before the interview.
- Dress professionally when you arrive as employers often take out of town interviewees to their office or to dinner before going to the hotel.
- If a dinner is scheduled the evening before the interview, it typically serves several purposes:
 1. You will be told the agenda for the following day (i.e. meetings, interviews, and people involved.)
 2. It is another way for the employer to evaluate your maturity, your fit with the position and organization, your social behavior, etc.
 3. Remember that your primary goal is to talk rather than to eat. Your dining and social manners should be impeccable as these reflect directly upon you.

INTERVIEWING

- Be yourself!
- It is common to have numerous interviews with different people.
 - Talking to a variety of people will give you a chance to gain a better understanding and overall feel of the organization.
- The questions asked may be similar to those asked in the on-campus or phone interview.
 - Questions could be directed toward assessment, your skills as they relate to the position, or they may require you to explain how you would handle or react to certain situations.
 - Be aware of nervous fidgeting.
- Keep track of all interviewers' names and titles throughout the day for future reference and thank you emails.

ASKING QUESTIONS

- Remember that the questions you ask tell as much about you as your responses to questions asked.
- Address topics that are of genuine interest to you. Some examples include:
 - How performance is measured on the job.
 - How your values compare to the organization's mission.
 - How the position fits into the organization's structure.
 - The impact of this position on your lifestyle (i.e. travel or relocation.)
- Prepare more questions than you will likely ask. Interviewers often answer many of the possible, common questions throughout the interview. You do not want to be out of questions by the end of the interview.

OBSERVING THE ORGANIZATION

- You should also observe and note other aspects of the organization during your visit, such as:
 - Are people professional and courteous?
 - Are people positive about their jobs, or do they complain?
 - Do you enjoy the people?
 - What seems to be the work attitude in the organization?
 - Where is the building's location, are other tenants present?
 - Do you like the office furnishings and décor?
 - What is posted on the bulletin boards – important information about the company?

TOURS

- Depending on the organization, you may be taken on a tour of their facilities.
 - Although this is typically a relaxed situation, be aware that you are still being evaluated.
- It is also important to learn about the community in which you may be living and working.
 - Think about housing, the cost of living, entertainment and other personal interests as these are important factors in your life satisfaction and in return your job satisfaction.

COMPENSATION AND BENEFITS DISCUSSION

- Let the employer take initiative in bringing up the subject of salary.
- Research the industry to find the average salary range.
 - If questioned about the salary, it's better to bring up a broad range rather than an exact figure.

FOLLOW-UP

- Write thank you letters/emails to the primary contact person and, if you can, to the other individuals you met or interviewed with during your visit. If sending to more than one person (recommended), personalize them and make each one different.
- Send thank you letters/emails within 24 hours.