THE 2ND INTERVIEW TIPS

2ND INTERVIEW ALLOWS YOU TO SAY WHAT YOU DIDN’T SAY
• The second interview will provide you with the opportunity to expand upon your responses from the first interview. Review the notes you took during that interview to see what you might have missed talking about and what you could clarify or add.
• You can ask for additional meetings with staff, especially the people you might be working with, to make sure the job and the company/organization is a good fit for you.

BE PREPARED TO ASK QUESTIONS
• You were invited to interview for a second time, so chances are good that you are in contention for the available position.
• Use this for your advantage – it’s appropriate to ask a lot of questions.

DRESS PROFESSIONAL — EVEN IF THE WORKPLACE IS CASUAL
• Dress in your best interview attire, unless you are told otherwise.
• If the interviewer mentions that you can dress down, business casual attire would be the most appropriate. This might occur if your second interview includes a site visit, tour of a facility, or some other active component.

BE PREPARED FOR A LONG DAY
• Ask for an itinerary so you know what to expect.
• Often you will be interviewing with a group or multiple groups.
• You will need to answer/address industry specific scenarios or questions.
• Continue to sell yourself – your skills, abilities, attributes, knowledge, experiences.
• Watch out for tricky questions – be prepared for off-the-wall questions coming from left field.
  o These questions are usually asked to see how well you handle the question.

CONTINUE YOUR RESEARCH
• Learn everything you can about the company.
• Search for the latest information and news.
• Visit message boards to research what is being discussed.
• Use social media to your advantage — Do they have a LinkedIn account?
• If you have a connection at that establishment, contact them to get some insider information on management, staff, and the organization in general.

REVIEW INTERVIEW QUESTIONS — PRACTICE, PRACTICE, PRACTICE
• You can never practice too much.
• You want to sound prepared and confident.
• You may be asked the same questions from round one interview. Make sure you’re prepared on hearing those again and having an appropriate response.
**DINNER TIME**
You may encounter an interview over a meal, especially if you’re having a full day of interviewing.
- Employers dine with candidates to gauge your communication, interpersonal skills, as well as manners.
- To prepare for an interview over a meal, brush up on your dining etiquette.

**WOULD YOU LIKE TO BE OUR NEXT…?**
In some cases, you might be offered a job on the spot.
- You do not have to say ‘yes’ or ‘no’ immediately. In fact, it probably is good practice not to say yes right away, unless you are 110% sure that you want the job.
- Ask for time to think over and ask when the company or organization needs a decision by.

**IT’S POLITE TO SAY ‘THANK YOU’**
- Just as you did after your first interview, you want to send a thank you letter to everyone you interviewed with.
- Yes, email is fine. If you’re unsure, ask the interviewers their preferred method of communication – phone, email, or hardcopy letter?
- Reiterate your interest in the position and company and remind them why you’re the right choice for the position.

**REMEMBER TO:**
1. **RESEARCH** the company, organization, or agency with whom you will be interviewing.
2. **PREPARE** for Interview Questions.
3. **THINK** about your qualifications. Be sure you can verbalize them to a potential employer.
4. **PRACTICE** your communication skills.
5. **PLAN** for travel, if necessary.
6. **ARRIVE** 15 minutes early.
7. **BRING** extra copies of your resume (documents), a pen, and some paper.
8. **MAKE** sure you know how to properly pronounce the interviewer’s name.
9. **MAKE** a positive second impression.
10. **BE FAMILIAR** with the interview structure – rapport, opener, exploration of facts, and conclusion
11. **MAKE NOTES** from your conversation with the interviewer(s).