

# Preparation for second stage interview

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### Possible tests that may be carried out

Personality questionnaires

Verbal/numeric reasoning

Skills testing - IT, keyboard, general knowledge

Role play/scenario based

Some 2nd stage interviews can be less formal and less structured and be more of a casual chat before a potential offer stage.

*However...*

Some 2nd stage interviews can be more formal, meeting more senior employers and you may be required to carry out assessments



### DON'T

Don't rely on your first impressions during the first stage. Ensure you are polished, smart, punctual, polite and professional

Don't be blasé or over-confident and be prepared to repeat yourself even if the same interviews are present from the first stage

### DO

Ensure you know who you will be meeting with and their relevance to the role so you can prepare questions accordingly

Relax and enjoy the interview, it's also an opportunity for you to establish if you can see yourself working in the organisation

### DO

Prepare more detailed questions that were not covered in the first stage

Refresh yourself on the structure of the company and the job specification

Prepare yourself for a potential verbal offer and carefully consider your options

*Lucy Walker*  
RECRUITMENT