

PREPARATION FOR SECOND STAGE INTERVIEW



KEY POINTS

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

DO... ✓

- Ensure you know who you will be meeting with and their relevance to the role
- Ensure you prepare questions accordingly
- Relax and enjoy the interview, its also an opportunity for you to establish if you can see yourself working in the organisation
- 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

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 blase or over-confident and be prepared to repeat yourself even if the same interviews are present from the first stage

TESTS THAT MAY BE CARRIED OUT...

- Personality questionnaires
- Verbal/numeric reasoning
- Skills testing - IT, keyboard, general knowledge
- Role a/scenario based

