

WHAT TO EXPECT AND HOW TO PREPARE FOR YOUR SECOND STAGE INTERVIEW



Firstly, Congratulations, as we're assuming if you're reading this, you've made it through the initial first stage interview!

So, be positive as you have clearly made a great first impression!

Now let's try and build on this!

So what now?

The second stage interview is generally designed to ascertain what separates you from the other candidates they are also considering. The interviewer will be trying to work out whether your preferred working style, characteristics, specific abilities and experience match with what they are looking for from the successful applicant. They will also want to address any question marks they may have had about you from the first stage interview.

You will probably meet with other members of the organisation, frequently those who you will be working closely with if successful. Additionally, many second-stage interviews require you to prepare a presentation, take part in a role-play scenario or undertake personality or role-specific testing. Your Lucy Walker Consultant will have thoroughly briefed you in this regard with who you will be meeting and the format so nothing to come will be a nasty surprise on the day. If you want clarification contact your Lucy Walker Consultant as soon as possible.

What should I expect?

Expect to be challenged and for it to be more intense than your first interview was!

The second interview often will be far more intense as the stakes are raised and you are nearer landing the opportunity. Additionally, the interviewer will be looking to delve deeper into your experience and potential areas of concern they identified in the first round as they seek to assess your overall suitability to the role and the organisation. They will be keen to see how you respond and if you can allay any concerns and demonstrate that you are the person they should hire for the role.

How should I prepare?

Preparation as always is key. As the old adage goes "Failing to prepare is preparing to fail!"

You will need to demonstrate that you have a clear understanding of the role, what they are looking for from the successful candidate, a strong understanding of the business, their goals and how this role contributes to their goals. We recommend you research as much as you can about the business and the role. Put yourself in the interviewer's position, what would you want to know to convince you a candidate was the right one for the role?

We recommend you read through your notes from the first interview and what points you feel you can expand on to promote your suitability as well as what questions you would still like to ask if you didn't get the opportunity the first time around or what you would like further information on.

While you should be in no way complacent or relaxed about being asked back for a further interview, the interview is a two-way process and it is vitally important you are as convinced about the suitability of the role in your career plans as it is the employer feels you are the right person for their role

What questions might they ask?

Of course, the list of potential questions is endless but here are a few you may want to consider your response to in advance just in case they come up.

Ensure all your answers are considered and use examples from your experiences and achievements in your career to date where possible to back up what you are saying. Don't forget the employer is looking for confirmation and comfort that you are the right person for the role.

Here's a few typical questions you may want to prepare answers too.

- What are the key attributes that you think are required for this role?
- Why should we choose you for this role?
- What are your strengths/weaknesses?
- Why do you want to work for the Company?
- Give me an example of a situation where you had to deal with a difficult Client?
- What are your career goals?
- What are your Salary expectations?

This list of course is far from exhaustive but is designed to channel your thoughts into the type of questions that might come your way.

What questions should I ask?

It's important that you have questions to ask the interviewer at a second stage interview. You are hopefully close to getting an offer so the interviewer will be surprised if you do not have some questions to raise. It will also demonstrate that you have done your research and are keen on the opportunity.

Here are a few questions you may consider asking. Of course, this will depend on what you have already discovered and what you feel comfortable with.

- Can you tell me more about the day-to-day responsibilities of the role?
- What are the opportunities for progression within the role and the organisation?
- What would you expect the successful applicant to achieve within the first 3 months in the role?
- What type of person would be the best fit for the team?
- What do you enjoy about your role?
- What do you enjoy about working for the business?
- Can you tell me more about the team I would be working in ?

Again, this is not meant to be exhaustive, but to give you some ideas.

Some final tips for you !

- BE POSITIVE - remember they already like you and think you have potential, that is why you've been invited back
- DO NOT BE OVER CONFIDENT - although they have asked you back, the job isn't yours! You have a lot still to do to secure the role and maybe different people to impress and questions to answer.
- BE FRIENDLY BUT UBER PROFESSIONAL - you are being seriously considered as a potential employee. Show your personality and likeability and try and build a rapport with your interviewer and any potential colleagues you maybe introduced to where you can but do not let your guard down.
- BE SPECIFIC - make sure your answers are detailed without being waffly and are backed up with examples

and finally don't forget...

We are here for you to answer any questions or concerns you have and to provide any help...

Good Luck!

The Team at Lucy Walker Recruitment