



Explore



Engage



Experience



Embark



Elevate

The Second Interview

Once the first interview has been completed, companies invite their top candidates in for a second interview. Normally, this interview is done at the actual facility. Sometimes, this interview involves traveling out of town, so special care should be taken to ensure that your “big day” progresses without a problem. You should expect the second interview to last at least a half-day. Therefore, flexibility is the key here. Remember to keep upbeat and professional in all situations on that day. You will meet many people, all of whom have the potential to evaluate you prior to a job offer being made.

Any, some, none, or all, of the following could occur during your second interview...

Meet with a company contact person to discuss:

- An outline of the activities for the day.
- The structure of the company or organization.
- General employment guidelines and procedures.
- Answers to your general questions.

Interviews with at least four to eight people in individual and/or group settings.

- Most of these people work in your area of specialization or interest.
- They will be from various levels of employment including coworkers and all levels of management.
- Many interviews will be similar in terms of the types of questions asked. Remember to be consistent in your responses.
- Stay upbeat and professional with each individual or group that you meet.
- You will be evaluated on your abilities, competence, and personality.

Lunch may be included for informal interviewing.

- Relax & be prepared to make “small talk”. Keep your conversation mature and professional.
- The purpose of the meal to observe you in a less formal setting.
- You are being evaluated on your social graces, manner of speech, contemporary views and ideas, ability to converse, and ability to mix business and pleasure.
- Do not smoke or drink alcoholic beverages.
- Order foods that are easy to eat (avoid messy foods) and moderately priced.

A company/facility tour may also be scheduled.

- Use this time to observe the work environment and employees.
- Appear interested and ask insightful questions.

Testing may also be done during this time.

- Companies may use a variety of technical skills, verbal or writing skills, personality, drug, or physical exams.
- These tests cannot be prepared for. Relax and do your best.

At the end of the day, you will usually meet again with your contact person.

- Be prepared to give your impressions of the day.
- The contact will be able to explain follow-up procedures to you.
- The contact will also discuss any reimbursement details that might apply.
- You can ask any final questions that you might have.