



A4 Plus



## SECOND INTERVIEW GUIDELINES

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## General

These tips are provided as general guidance for interviewers and interviewees. Please refer also to our other sections; job interview tips and techniques, sample interview questions / answers and sample interview letters / templates.

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At second interviews, unsuitable applicants should have been screened out by this stage. For certain jobs a decision will be made to offer the job after the second interviews; recruitments for senior positions may proceed to third interviews.

Second interview questions should be deep and probing about the candidate and the candidate's approach to work. The questions should concern detailed and testing examples and scenarios specific to the particular job, asking how the candidate would deal with them. This is to discover as reliably as possible how the candidate would approach the job, and what type of person they are - the interviewer needs to be sure they will get on with the candidate you and that they will fit in well.

The interviewer should also probe the type of management that the candidate responds to and doesn't, and how the candidate would work with other people and departments, giving specific examples and scenarios.

Tests and practical exercises using actual work material or examples can be used, which enable a practical assessment of the candidate's real style, ability, knowledge and experience.

The candidate can be asked to prepare and give a short presentation about themselves, or how they would approach the job or a particular challenge. This could involve the use of certain equipment and materials, particularly if such ability is to be required in the job.

The interviewer should also try to get to know more about the candidate as a person - to be as sure as possible that this is the right person for the situation; the interview approach should be probing and gaining practical evidence, proof, of suitability.

A good second interview should establish as reliably as possible the candidate's suitability and ability for the specific needs of the job, which includes the work, relationships, aspirations, and personal background.

There is nothing wrong in the candidate asking the organisation prior to the interview what to plan and prepare for in the second interview - interviewers should regard this as a positive sign, and it may help the candidate to give some clear information on what to expect and prepare for.

Certain senior jobs recruitments will involve a lunch or dinner so that the interviewer and other senior managers or executives can see you in relaxed mode. This is an excellent way to discover more about the personality of an applicant.

Group selection (normally a half-day or even whole day) - see below - is a very good alternative to conventional one-to-one interviews after first interview stage. Group selection puts all the candidates together for a series of activities and tasks, which can then be observed by a panel of interviewers. Individuals can be asked to prepare and give presentations, and various other exercises relevant to the job. One-to-one interviews follow later in the day when the group has been reduced in numbers. Group selection takes a lot longer than a conventional second interview and all candidates should be notified as to the process and outline agenda.