

A GUIDE TO...

THE SECOND FACE-TO-FACE INTERVIEW

So Close to the Finish Line

Fantastic you have been asked to attend a second interview. This means you are that step closer to getting a role with the employer, but you need to prepare just as thoroughly for a second interview as for a first!

Research, Research, Research

As the company has shown a further interest in you, it's really important that you demonstrate that you still have the same desire for the job. Looking up the website and the company's social media presence, is really the bare minimum at this stage. If the company is publicly listed you can find out even more and the internet makes searching a lot easier these days.

Make sure you understand what their marketing says about them and don't forget to remind yourself of their company values.

Review the First Interview

Think about what you answered well in the first interview and also think about any questions you wish you'd answered differently. How would you answer them if asked again? Sometimes your second interview is a bit of a repetition of the first one. Don't be put off by this- for one thing interviewers like to gain reassurance and there will often be new people in the room.

What to Expect

This is likely to be a more formal interview but your interviewers will still want to see your personality come across so don't be scared to be you. They will also want to see someone who is motivated for the role and wants to work for them. There may be different interviewers but the rules are still the same. Make sure you listen and digest each question before you answer. You should also have further questions of your own so make sure you have reflected on the first interview and can delve deeper in to the role.

Top Tips!

Don't assume it's in the bag – it's easy to get over confident and let your guard down in a second interview and so remember you are still being assessed at this stage.

Look good and professional – unless you have been specifically told to dress a certain way make sure you are looking your best. If the company has a casual dress code you should still dress smartly for interviews. Knowing you look great will fill you with confidence too!

Don't just bring your CV – gather material in support of your application. Take things like testimonials from customers or previous employers plus any relevant facts and figures (e.g. sales achievements against KPIs, creative achievements and certificates of qualification).

- Keep to the same rules as the first interview (arrival time, eye contact, composure etc.) but wear something different from your first interview.
- Always thank the interviewers – don't forget to let them know that you are interested in the role.
- Enjoy the interview and the opportunity – make sure you portray who you really are so if you are offered the role it is the right career move for you!

