The Second Interview

You passed the first review. The person interviewing you thought you might be a good match for the job and the organization. That opinion needs examination and confirmation. You have received a phone call or letter asking you to come back for another interview with other persons in the organization. The information below can assist you in planning and experiencing a more efficient callback interview.

A. PREPARING FOR YOUR VISIT

1. Travel Arrangements

   If you are traveling out of town be sure to make arrangements in advance. The company will usually pay your expenses. Be sure you know the logistics involved before you leave. Will a company representative make reservations for you (airline? hotel? rental car?) or are you expected to do this? If it is up to you, consult a travel agent. You need to be as rested as possible that day and do not need the stress caused by confused travel arrangements. Second interviews usually last the better part of a day. If your visits are local, plan to visit only one company per day.

2. Expenses

   Whatever the arrangements, be sure to keep receipts to turn in to the company's accounting office. Some companies reimburse you at the time of your visit. They "walk" your papers through accounting, and give you a check at the end of the day. Don't expect cash. Other companies mail you the reimbursement. If you are visiting two companies on the same trip and they have both offered to finance the trip, you should notify each company so that they may share the expense of your visit. THIS IS IMPORTANT. They expect you to make these kinds of arrangements.

3. Position For Which You Are Being Interviewed

   AT THE ONSET, BE SURE YOU UNDERSTAND THE POSITION FOR WHICH YOU ARE INTERVIEWING FOR. (One year, a candidate went to a series of five interviews with the wrong people.)

   The recruiter's effectiveness is judged by the quality of candidates brought in, so rely on that person to help you. Call the recruiter if you have any questions about the position.

4. Other Considerations
Fill out necessary employer forms, and send them in advance of your arrival. It's a good idea to bring copies of these forms with you as well as extra copies of your resume. Plan your wardrobe. Bring a small notebook with you. Reread company literature and jot down questions you may have.

**B. THE DAY OF YOUR VISIT**

The day of your second interview will probably begin with a visit to the Human Resources Office and a chat with the recruiter with whom you initially interviewed. You may be in and out in an hour, but more likely you will talk to several people. You will probably meet with your potential supervisor and potential co-workers. Also, it is likely you will meet with a representative of middle management. At the end of the day there may be a final conference with a personnel representative.

1. **Schedule For The Day**

Some firms provide you with a typed schedule of the day's interviews giving the name, title, and areas of responsibility of the persons with whom you will be talking. Try to understand how each person on your schedule relates to the others. If you are not provided with this information ask for it and take notes. It's very important that you ask questions throughout the day, this will demonstrate your interest and knowledge of the organization.

2. **"Pragmatic" Interviews**

Be prepared for the "pragmatic" interview. An employer may outline a problem which the company is currently facing, and ask you for suggestions on how to solve it. Remember that most employers really don't expect a solution, but they will be interested in how you approach the problem to analyze possible alternatives.

3. **"Stress" Interviews**

Occasionally, you'll encounter what is called a "stress" interview. In this case the employer is deliberately difficult. Stay calm and think carefully about your responses. Don't be afraid to take time to think through your answers. The object of the stress interview is to evaluate your behavior and maturity in difficult situations. Such an interview may come at the end of the day when you are tired and feel most defenseless.

4. **Psychological Tests**

Some firms use psychological testing. These are usually written tests, and are designed to evaluate your suitability for a particular type of assignment-sales, for example. These tests are seldom used.
5. Evaluating Your Other Qualities

Many employers will assume that you have expertise to do the job, but are interested in evaluating other qualities, including your social skills and your motivation. Questions will concentrate on your interests and what you've done outside the classroom.

6. Luncheon And/Or Dinner Arrangement

If a luncheon and/or dinner is arranged with middle management, consider it part of the interview. Try to find common grounds of interest, such as golf, tennis, travel. Stay away from controversial topics. Do not feel that you have to be a stand-up comedian or comediene. Be a polite, responsive listener.

C. FOLLOW-UP

If you do receive a verbal offer, you may wish to accept on the spot or you may wish time in which to make a decision. If the latter is the case, don't hesitate to say so. In any event do ask for a written confirmation. Such a letter will probably cover fringe benefits, moving arrangements, etc. It is good to give the company a time frame in which you will make a decision.

1. Letters of Appreciation

When you return home, take time to write a letter of appreciation. This will also demonstrate your continued interest.

2. Employer Response

If you do not hear from the employer within three weeks, then you contact the employer (by phone, if you choose) to inquire about your status.