

## 2<sup>nd</sup> Interview Tips and Guidance

Congratulations! You have passed the first interview stage and have now been invited in for a 2nd interview. Why a second interview you may ask...? What an employer really wants to know now is what separates you from the other candidates, what your technical abilities are, and the logistics involved when it comes to a firm offer. This way they can easily make a direct comparison between remaining candidates.

In addition, second interviews are often an opportunity for other key members of staff at a prospective employer to meet and question a shortlist of the best candidates.

What should I expect in a second interview... We have compiled a helpful list of tips for success.

### More questions

- **From the Employer:** With many interviews carried out in a short space of time, there's a good chance that the employer (and you) didn't get all the information you needed in round one. A second interview is not only the perfect time for the employer to ask any questions they may have missed off – it's also an opportunity for you to ask anything that's on your mind.
- **From yourself:** Prepare questions. In round two, the questions you ask the employer are important. Use what you already know, and the time between the first and second interview to think of original questions that show your genuine interest in the role.

### Proof of your most relevant skills

- Although you've probably talked about your basic skills and abilities, this stage is all about getting more specific – so be prepared to elaborate. This may involve tests, quizzes, or technical questions.
- Be consistent. Your first interview obviously went well; now all you have to do is keep it up. Aside from focusing on the key strengths that made you stand out in the initial meeting, it's also key to establish a good rapport.

### A salary discussion

- If a recruitment process has more than one stage, the latter is usually the best time for salary chats. Make sure you've done your research to ensure what you're asking for a reasonable amount and be prepared to make the first move.

### A tour of the workplace

- You may have proved you're a good fit in terms of your skills and experience. Now, the employer wants to see if you fit in culturally. This might involve meeting more members of the team and looking around the workplace. Be friendly and polite, and use this opportunity to work out if it's the kind of atmosphere you could work in.

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### **A different interview type**

- Second interviews often follow a different format than your first one. This means that if you originally had a group interview, this one might be one-on-one. Or if you met one-on-one last time, this could be where they bring more people in for a second/third opinion (que: the panel interview).

### **Tying up loose ends**

- A second interview is also a good opportunity for employers to find out the logistics of hiring you (e.g. your potential start date). Come armed with your availability (along with any other requirements/details), and you're likely to move forward faster.

If you have any questions prior to your interview feel free to get in touch... and don't forget to give us your feedback!

***GOOD LUCK!***

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