

# 6 things to know about a second-round interview

An invitation to a second-round interview means the company is interested in you and sees potential in you joining the organization; it is also an opportunity for both you and the company to get to know each other better and directly evaluate each other's fit.

## 1. If your second-round interview is an on-site interview, you have the opportunity for a firsthand look at the culture of a company.



A second round interview is a more in-depth conversation that is usually conducted at the place of employment. In some cases, the interviewer may require you to respond to technical questions or discuss a case. During this interview, you may meet with multiple employees and the length of the interview can range from one hour to a full day. Keep in mind that you are being interviewed and observed throughout the time that you are visiting the organization, not only during the formal office interview. Remain professional at all times, even when you think you are no longer being interviewed, such as when greeting the receptionist and eating meals.

## 2. Second-round interviews can take many different forms, sometimes all within the same interview time period.



Make sure to get the name, phone number, and job title of the person arranging the interview. If the agenda for the day is not clear, ask for clarification. You can also ask this person how you should dress - for the interview and also for any social activities that may be part of the process. You may want to ask if the interviews will be one-on-one or involve either groups of employees or possibly more than one applicant at a time. Whatever the format, you want to avoid being surprised and forced to adjust.

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### WHAT TO EXPECT:



Be prepared for a long interview process. Be sure to stay strong until the end.



A meal may be included. Consider this a continuation of the interview. Concentrate on the conversation instead of the food and exercise good eating etiquette.



You will usually meet with a number of individuals during a second interview. Typically, you meet one-on-one with interviewers in back-to-back appointments; however, you may meet with several interviewers in a group interview setting



You may be expected to interact with your competition during a second-round interview. Remain friendly and professional at all times.

3. While also determining fit, questions posed during the second-round interview may be more specific and focus more on the particulars of the job and your understanding of the company and its industry.



Research the technical aspects of the job and anticipate specific questions posed in the language of the industry. Additionally, behavioral questions are common during a second interview. Employers may ask about the way you handled past situations in order to assess what your future performance may be like. The best ways to end the interview all follow these basic closing guidelines.

*Ask your Questions:* Make sure you have gone through all your questions to ask the interviewer about the job, company, and management. Ask any questions resulting from the information exchanged during the interview. This is your prime opportunity to get answers.

*Address all the Interviewer's Concerns :* You want to be sure that all issues have been addressed. Try an approach such as, "I believe I have the qualities you are looking for in this position. What additional information or examples can I provide that will help you make a decision?"

4. This may be your last chance to make an impression so make a positive closing statement by highlighting why you are the best candidate for the job.



Refer to your strengths and how they make you a good fit for the position. Restate the skills and experience you bring to the position. Use your knowledge about the company to offer up insightful reasons for your suitability.

When preparing this statement, think of several reasons why you should get the job. An example is: *"This certainly is an exciting opportunity and I believe I am the right candidate for this position. My experience as a team member will add value to the creation of this new sales team, my knowledge of the customer base and the area will help grow your business, and my academic and internship performance shows my commitment to achieving targets. I have also implemented a number of strategies from my internship experience that could be successfully used in this position."*



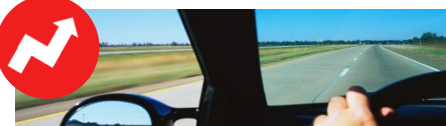
Small talk is unavoidable during a second-round interview. Have some back pocket topics prepared.



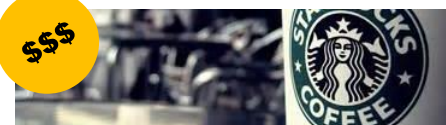
Expect to meet with a full range of your potential co-workers, peers, superiors, and junior employees. In turn, you should keep in mind that these are the individuals that you will likely work with on a daily basis. Therefore, as you proceed through the interview process, you should evaluate not only your own performance, but also what impression your potential co-workers make on you.



You will incur expenses during your trip so ask upfront about expense reimbursement to avoid confusion. Know what the travel arrangements are, before you leave. Some employers will make all arrangements in advance of your trip, while some will expect you to pay and then reimburse you.



Keep all your receipts plus a log of any mileage when using your own car. If there is a large expense, e.g. airfare, and you do not have the money to pay, you can request that the employer pre-pay.



Be reasonable on the expenses you develop and if visiting more than one employer on a trip, prorate the expenses.

## 5. Waiting for an offer can be the hardest part. Be sure to ask about the next steps in the process.



Unless it is clearly stated, you need to understand what happens next in the hiring process – an additional interview, assessments, etc. Try to establish the timeframe for when a hiring decision will be made and who you should get in touch with to follow-up on the status of your application. Should you phone or email? We suggest this approach, “I would like to know what the next step is and when you will be making a final decision so I can follow-up.” Clarifying this information not only lets you know what is happening but also shows the interviewer you are professional and organized.

## 6. Following-up post-interview can be complicated because of the sheer number of people you may meet throughout the interview process.



After the interview, be sure to send a thank you letter - even if you change your mind and are no longer interested in working for their organization. Collect contact information from each of your interviewers. It can be tricky to keep everyone straight so devise a plan to stay organized throughout your visit. Grab a business card and write some notes about your conversation on the back side so you can easily recall details later on. Feel free to reach out to anyone who made an impact on your visit. Thanking interview coordinators or people who you had a great conversation with at dinner can go a long way. Ideally send the letter - email is acceptable - within two working days after your visit and no longer than one week following the visit.



**Things employers look for when determining fit:**  
Do you have potential to grow with the company?  
Will your coworkers like working with you?  
How do you need to be managed?

## THE PLAYERS & THEIR GOALS:

**ENTRY LEVEL EMPLOYEE:**  
Are you likeable and a team player?  
Do you respect the position?

**MIDDLE MANAGEMENT EMPLOYEE:**  
Do you have the skills to get the job done?  
Will you make your boss look good?  
Do you have the willingness to pay your dues?

**SENIOR EXECUTIVE EMPLOYEE:**  
Do you have long term promotability?  
What are your personal qualities?

**PERSONNEL EMPLOYEE:**  
Will you have future personnel problems?

**FIRST ROUND INTERVIEWER:**  
This is your ally. They called you back because you have the potential to succeed.  
They can share important information with you prior to the second round.

**ALUMNI:**  
This is your toughest interviewer – your success or failure reflects on them.  
They can provide you valuable insight if they offer it.