



Second Interview Guide: Preparing for Success at an in person Interview post your Virtual 1st round

Welcome to Your Second Interview Preparation

Congratulations on making it past the first virtual interview! This guide will help you prepare effectively for your second in person interview by breaking it down into key steps. Follow the instructions, reflect on the questions, and be ready to showcase why you are the right fit for the role.

We suggest making notes on the below steps before the meeting so that when you meet you can review your notes as prompts for questions to ask and reminders for information they may be asking you.

Before you start the below prep, take a few minutes to check the location and travel time to the office, give yourself plenty of time to arrive and aim to be at the office 10 minutes before the interview time to give the interviewer and reception time to sign you in.

Step 1: Understanding the Purpose of the Second Interview

Your second interview is designed to:

- Assess your deeper understanding of the company, role, and industry.
- Evaluate how you align with the company's culture and team.
- Test your experience using competency-based questions, your problem-solving skills and technical knowledge.
- Confirm your interest and fit for the position.

Reflection Questions:

1. What new insights have you gained about the company since your first interview?
2. How does this role align with your medium (18 months) and longer term (3 – 5 year) career goals?

Action:

- Research any recent news, case studies on their web site, new product launches, competitors and / or industry trends related to the company.
 - Prepare to give specific examples of how your experience aligns with the company's goals.
-



Step 2: Reviewing Key Takeaways from Your First Interview

Action:

- Did you take any notes from the previous meeting and / or feedback from your recruiter?
- Reflect on the feedback or signals from your first interview.
- Identify any gaps in your answers and refine them.
- Prepare to elaborate further on topics discussed previously.

Questions to Consider:

1. Were there any questions you struggled to answer in the first interview? How can you improve your response?
 2. What key themes or concerns did the interviewer highlight?
 3. What further detail do you need around the role, the commission scheme and career development.
-

Step 3: Preparing for Behavioural and Competency-Based Questions

Many second interviews include behavioural and competency-based assessments.

Action:

- Revisit the job description and think of examples of your experiences with the required competencies.
 - Prepare responses that demonstrate adaptability, teamwork, leadership, and problem-solving.
 - Use the STAR method (Situation, Task, Action, Result) to structure interview question responses.
-

Step 4: Your Questions for the Interviewer and the Team

Your ability to connect with the interviewer is crucial and to be asking more detailed questions will set you apart from others they are interviewing. This is your chance to interview them and assess the fit you are after.

Action:

- Be ready to ask thoughtful questions.
- Show enthusiasm for the role and the company.
- Prepare for meeting with different team members.



Questions to Ask the Interviewer:

1. Why is the role available?
 2. What Challenges will the role need to overcome to be successful?
 3. What resources are available in the role to achieve success?
 4. What targets are set and how does their commission scheme work?
 5. What's the culture in the team like, where have others in the team come from that have been successful, how do they collaborate?
 6. What is their onboarding process to help new starters achieve quickly?
 7. What career progression is available in the business from this role?
 8. What is the interview process after this meeting?
-

Step 5: Closing Strong and Following Up

A strong close can leave a lasting impression. The interview generally starts to naturally come to an end when the interviewer asks if you have any more questions, once you have everything, it's time to close.

Here is our 4-step close for an interview,

Step 1- Make sure you let the interviewer know you are interested

"Thanks for your time today, I like what I have seen and heard today about the role, it's something I am very interested in"

Step 2 – Why you feel you are a good fit

"I think I can be an asset in this role because of my experience in.....(Use the answers to your interview questions to give the interviewer 1 or 2 key reasons based on what you have found out at the interview they are looking for)

Step 3 – Ability to learn

"I appreciate that I am not an expert in (what they sell), however, I am a fast learner and can learn quickly when I start"

Stage 4 – Close

"I am keen to pursue this role, what are your thoughts from today's meeting on my fit for this role?"

If it's positive, ask what the next stage is and if you will be going through. If it is not a fit or you are not being considered, ask why? Any feedback is positive. If you feel you can overcome the objections, do so and then re qualify and close again.

**Final Task:**

- After the interview, call your recruiter to provide feedback on how it went and discuss next steps. We also advise to email the interviewer after the meeting (ideally within 24 hours) to thank them for their time. To let them know that the role interests you and that you will await feedback on next steps.

By following this guide, you will be well-prepared to navigate your second interview face to face with confidence. Best Wishes.