



SECOND INTERVIEW OUTLINE

I. Questions You Will Be Asked

- A. "Have you looked at the website?" What do you know about our business and company?
- B. "Tell me how you can add to our team, if you were selected?"
- C. "Describe what 'Work Ethic' means to you?"
- D. "What did you hear in the first interview that made you interested in a second?"
- E. "What business accomplishments are you most proud of?"
- F. "Describe yourself using only one-word adjectives."
- G. Do not assume they have read your résumé. Be thorough in your answers like the first interview.
- H. They may ask questions from your application, confirm start date and references.
- I. "If I were to offer you the position, how soon would you be available?" (Always answer two weeks after receiving an offer)

II. At the conclusion of the interview, there are three things you need to accomplish:

- 1. Tell the key interviewer (probably also your supervisor-to-be) that you are interested in working not only for the firm, but for him personally. It's amazing how many times we see candidates and clients part company without a clue as to whether the other party has interest in pursuing further conversations. We often get calls from employers asking us to determine what the candidate's interest

level is following an interview; and that usually tells us that the candidate did not express his or her interest very effectively. Interviewers like to hear positive things too. If the “chemistry” is good between you, he needs to know it so he’ll go to bat for you.

2. It is key that you make sure the interviewers, all of them, know you are clear about what their company can offer you and what you can offer their company. Make sure they know that you want to be a part of **“their team.”**

3. Summarize what you can do to solve what you Perceive to be the employer’s greatest problem. you should make a definite, positive statement that makes three points:
 1. I can do the job.
 2. Here’s why I know I can do the job.
 3. I want the job.

Avoid general comments that do not commit your feelings—such as: “It looks interesting,” “I think I can do it,” or “I might be able to help solve your problems.”

Give a firm hand shake and a smile!

Congratulations you did your Homework!

Good Luck!

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