

Second Interview Tips

If you are in the process of recruiting new staff and part of your process is to have a second interview, here are some tips to help with this.

1. Make sure candidates understand that they are not the only individual selected to attend a second interview. Some candidates maybe under the impression that they have the job. The candidate needs to be aware that there is competition.
2. Invite different interviewers to attend the second interview. They could be someone in a similar role, they do not have to be management.
3. Repeat some of the same questions from the first interview. By casually asking one or two questions from the first interview, you may find you get a different answer. Usually, the candidate is more at ease and willing to share more.
4. Show the candidate around the workplace if possible. This may assist the candidate feel more comfortable deciding whether your organisation is right for them.
5. Don't schedule the interview at the same time as the first. This is an ideal way to assess the candidate at different times of the day.
6. This is also your time to shine, it is not all up to the candidate to impress. Discuss every necessary detail of the role as well as promoting the organisation.
7. The second interview is a time to address any concerns you may have had at the first interview. Have all your questions prepared. 8. Be honest. If you don't highlight any concerns now at the interview stage, you may be recruiting again in the very near future
8. Reference Check, Reference Check, Reference Check!!

Remember to contact the CMSolutions team if you need any assistance with the recruitment of new employees.