

DENISON
UNIVERSITY
CAREER SERVICES

FOLLOW-UP/SECOND/ON-SITE INTERVIEW

This interview is, typically, at the employer's location. A group interview may also take place at this time. This could mean that a **search committee** interviews you. In this case, maintain eye contact with each person in the room when answering questions, ask each person if they have a copy of your resume, and try to make the interview more like a *conversation* rather than a question/answer session. Or, you could be asked to participate in a **group exercise** with other candidates who are interviewing for the same position. You may be asked to complete a group task or respond to situations. They are looking for *flexibility, leadership* and *decision-making style*, as well as your *ability* to work as a team member.

The **purpose** of the company visit is to allow the company to investigate each candidate in depth, and to provide candidates with an opportunity to make a more informed decision about the position. **Pre-interview preparation should include:** a *review of notes* from the initial interview, a *review of material* about the organization (annual report, marketing materials, home page, mission/philosophy, etc.), an investigation of *the community* where the organization is located, and *contact with alumni* employed by the organization/in the field. Candidates must *prepare carefully for the trip* itself. The individual who extends the invitation should serve as a contact for information regarding the visit. Be sure to *request an itinerary* with name and titles of interviewers, names of alumni or others who are willing to speak with you informally while you are there, and *any clarifications* you need to make the appropriate arrangements -such as directions to the hotel/interview site. An overnight stay is often involved. Be prepared to *take cash* (singles for tipping) and a credit card. If you fly to the location (justifiable for trips exceeding 200 miles), *avoid scheduling late flights* into the city. Communicate with your contact person regarding who makes the arrangements and be sure to *confirm them*.

Upon arrival at the hotel, *check in, ask for messages, and schedule a wake up call* that will allow adequate preparation time in the morning. Keep any receipts (hotel, rental car, taxi) and use a credit card or collect calling for long distance calls to avoid billing these to your room. Be **prepared** for a meal with employees of the organization before the interview. Clarify the level of formality before hand and be **professional** even in casual settings (avoid alcohol, ask well thought out questions, and look for information that will aid you in the interview). At the interview, be prepared for a full day. You may have a combination of group and one-on-one interviews, but be prepared to answer all questions as if you were addressing them for the first time. Be **enthusiastic** throughout. When the interview is over, clarify with the organization a time frame for follow-up. Some will make a job offer on the spot while others take weeks to respond. **Send thank you letters** to all who interviewed you and to your contact person in which you either reaffirm your interest or indicate no further interest at this time.

SELECTION INTERVIEW

You may have a final selection interview after an on-site visit. The person who will hire you may be the primary interviewer rather than the position supervisor. If **salary, benefits, and professional development** have not been addressed yet, it is appropriate to ask about them at this time. You will want to make sure all of your questions are answered so, if offered the position, you can make a well-informed decision. The offer could take place during this interview. In general, if you want the position, it is recommended that you *articulate that you are enthusiastic* about the opportunity and would like *some time to think about it*. Before you leave, agree on an acceptable time to let them know your decision (usually not more than one week later).