



# **WORKSHEET**

## **SECOND ROUND**

### **INTERVIEW TECHNIQUE**

You passed the gatekeeper and now you are likely meeting the most important person in the interview process- the hiring manager, also known as your potential manager.

Now you need to step up your game. You are seriously being considered for the role so get hyper-focused and build a deeper understanding of the role, the organization and the challenges it faces.

Take a moment to review what you think went well in the first interview, and what you learned from the recruiter which could help you with the second round.

**What went well in the first round of interviews?**

**What did you learn about the role and organization which will help you to give a great performance in your second-round interview?**



## SECOND ROUND INTERVIEW TECHNIQUE

### Objectives for the Second Round Interview

The first round was focused on fact-checking your resume and understanding if you fit the job description, the second round is more intense and is focused on visualizing you in the role. The second round of interviews is likely to be longer in time and may include other interviewers, in the form of a panel. Each interviewer will have a different point of view, and as such their questions will be testing different aspects of your skills and business intuition. Therefore, it is important for you to have completed as much preparation as physically possible.

The hiring manager will have two key objectives for the second round:

1. To find out if you can carry out the role autonomously and to a high standard
2. To work out if you are a good cultural and team fit

*Career experts estimate at the second round you have a one in four chance of securing the role for yourself.*





## SECOND ROUND INTERVIEW TECHNIQUE

Let's take a moment to consider the SWOT pillars that the interviewer is looking for...

<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"><li>• Experience carrying out the first five points in the job description</li><li>• Good rapport with the interviewer(s)</li></ul>	<ul style="list-style-type: none"><li>• What you might find to be a challenge in the role or organization</li><li>• Inexperience with certain aspects of the job description</li></ul>
<b>Opportunities</b>	<b>Threats</b>
<ul style="list-style-type: none"><li>• Do you fit in with the organization's culture?</li><li>• Do you have a natural rapport with the interviewers, who</li><li>• Are there skills that you would like to develop, which are some of the skills outlined in the job? For example, leadership skills</li></ul>	<ul style="list-style-type: none"><li>• Understanding what you can offer that is a unique skill or ability that will provide great performance in the role</li><li>• Your commercial awareness demonstrates that you understand any threats the company, sector or industry is currently facing</li></ul>

This round is a deep dive and there are several behaviors that will get you knocked out of the process. Including...

- Failure to demonstrate how your experiences align with the job description
- Coming off as a poor cultural or team fit
- Failure to build a good rapport with the hiring manager
- Your answers demonstrate that you may be "overqualified" for the role, meaning that there will be no growth for you in the role
- Your answers concentrated on areas that were not a priority for the hiring manager



## SECOND ROUND INTERVIEW TECHNIQUE

### 1. Tell me about yourself

The first question is often “tell me about yourself.” The hiring manager wants to get to know you, what you are currently doing, why you chose to complete an advanced business degree, and what your goals might be for the future. For the structure of your answer, use one of the formulas from the “Tell Me About Yourself” video and resources.

#### **Some key points to remember:**

- Keep your answer quick and concise (5–7 minutes or less). Stick to explaining the most relevant and recent experiences.
- Just like in your first interview, be sure to acknowledge any gaps in your resume, keeping it positive and brief.
- Some of your answers may be like the answers you gave in the first round- that’s okay! The hiring manager will not have heard your answers before.

To get prepared for “Tell me about yourself,” complete the following sentences

#### ***“My current role is focused on...”***

Explain the main aspects of your current role which have similarities to the job description of the role you are applying for. You can also discuss what you have enjoyed and learned in your studies.

#### ***“Previous roles have included...”***

Explain key projects or responsibilities that you have carried out and your achievements in these roles.

#### ***“I am looking for a role which will ...”***

Explain why you are looking for a new role and use what you have learned during your preparation and your first interview to tailor your answer to include goals that closely align with the job description and the organization’s goals.



## SECOND ROUND INTERVIEW TECHNIQUE

### 2. What strengths do you have which would be beneficial in this role?

This is where you explain why your set of skills and experiences are perfect for the role and aligned with the organization's values and needs for the future. To really stand out, use what you have learned about what the organization is planning and what the previous interviewer told you about the direction in which the team is headed. This demonstrates that you are clear on what the role entails and can demonstrate that your experiences align with the role.

#### Some key points to remember:

- Tailor your answer to the job description. Which skills and experiences do you have that are most relevant to it?
- If you don't have relevant experiences, highlight transferable skills you have that are aligned with success in the role.
- Demonstrate enthusiasm for the role and its responsibilities.
- Talk about what you can do for the organization.

To get prepared for "What strengths do you have which would be beneficial in this role?" complete the following sentences

#### ***"The role is focused on ... "***

Summarize what the main points are in the job description to demonstrate that you understand the role in detail.

#### ***"My strengths are X, Y and Z which are vital to have for the success of this role. ..."***

State points from the job description and describe your previous experiences that align with them.

#### ***"I have accomplished several key achievements in my career which would make me perfect for this role. These are..."***

Highlight achievements that align with the top three needs of the job description. Explain the impact of your achievements on the intended audience.



## SECOND ROUND INTERVIEW TECHNIQUE

### **3. Based on what you know about the role so far, what do you see as the immediate challenges we face?**

Here is a great place to share your learning from your SWOT analysis and what you learned from your previous interviewer. Specifically, you'll be speaking to the THREATS you identified in your SWOT analysis.

#### **Some key points to remember:**

- Explain one to two potential challenges the team is facing, where you have experience or skills that can help them overcome the challenges.
- Share previous career successes that you could potentially replicate.
- Make recommendations and explain actions you would take to overcome these challenges if you were on the team.
- Use the STAR method.

To get prepared for “What do you see as the immediate challenges we face?” complete the following sentences

#### ***“From my research, I understand that you have two key challenges to face.... these are...”***

Explain the challenges in detail and propose your solutions. If you can, use examples of how you've successfully overcome challenges like these in the past.

#### ***“I have faced and overcome similar challenges in my previous role... and these are the actions I took...”***

Explain what actions you took to analyze the challenges, which stakeholders you involved and the suggested course of action that you took. Finally, explain how you overcame the challenges and what the success measures were.



## SECOND ROUND INTERVIEW TECHNIQUE

### What questions should you ask at the end of a second-round interview?

1. What would my first 30–60 days look like?
2. How is the team structured?
3. Can you share an example of a challenge the team recently faced and the steps they took to overcome the challenge?
4. What do you enjoy about working for this organization?
5. What do you find challenging about working for this organization?
6. What tips do you have for me to ensure a strong start in the role?

Finally, follow up with a thank you note to the hiring manager and any other interviewers who were present, thanking them for their time. Highlight parts of the conversation that were a highpoint for you and reiterate how learning more about the role showed you how much you would be a great fit for the role.

