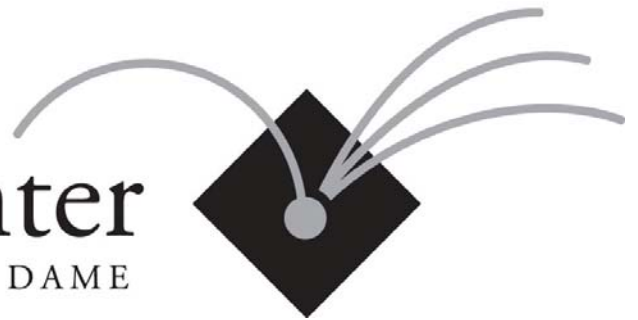


OFFICE VISITS: THE SITE INTERVIEW GUIDE

The Career Center

UNIVERSITY OF NOTRE DAME



TYPICAL SCHEDULE FOR A DAY-LONG COMPANY VISIT

- 8:30 – 9:15 a.m. Candidate arrives at Office/Human Resource Department
- 9:15 – 10:00 a.m. Human Resource interview (and/or testing – could last one hour)
- 10:00 – 11:00 a.m. Facilities tour (usually conducted by Human Resource representative assigned as the day's host)
- 11:00 – 11:45 a.m. Interview I
- 11:45 – 12:30 p.m. Interview II
- 12:30 – 1:45 p.m. Lunch with Human Resource and/or selected others, usually a young hire from the candidate's alma mater
- 1:45 – 2:30 p.m. Interview III
- 2:30 – 3:15 p.m. Department Head Interview
- 3:15 – 3:45 p.m. Human Resource Department / Wrap-up / Travel Expenses

SECOND INTERVIEW CHECKLIST

- | | | | |
|----------------------------------|-------|-------------------------------------|-------|
| Suit (cleaned and pressed) | _____ | Extra Resumes | _____ |
| Shirt/Blouse (freshly laundered) | _____ | Work Samples | _____ |
| Tie (cleaned and pressed) | _____ | Correspondence from Company | _____ |
| Clean socks/hosiery | _____ | Company Literature | _____ |
| Comfortable Dress Shoes | _____ | Directions to the different locales | _____ |
| Travel Alarm Clock | _____ | Transcripts | _____ |
| Toiletries | _____ | Name(s) of persons you are meeting | _____ |

- Hotel Reservations confirmed _____
- Airline Tickets _____
- Driver's License (to Rent Car) _____
- Extra Cash _____
- Major Credit Card _____
- Knowledge of Time Zone _____

Miscellaneous Items:

_____	_____
_____	_____
_____	_____
_____	_____

QUESTIONS LIKELY TO BE ASKED BY INTERVIEWER

1. What interests you about our company? Product/Service? Geographical location?
2. What academic course do you feel has given you the greatest insight into your specific area?
3. How do you go about solving a problem?
4. What was the toughest decision you have had to make in the last year? Two years?
5. What kind of constructive criticism would you give yourself?
6. In what areas do you see yourself needing further development?
7. What are your specific career interests?
8. What long term satisfaction do you wish to get from your career?
9. What do you do in your spare time?
10. What do you know about our product/service?
11. How do you define success? How will you know when you've achieved it?
12. What has been your biggest achievement since beginning college?

QUESTIONS LIKELY TO BE ASKED BY INTERVIEWEE

1. How often do performance reviews occur? Who conducts these interviews?
2. What will I be involved with in the first six months?
3. Will I be working with more than one person on projects? If so, what is the average number on a team?
4. What does the "training period" consist of? How long does it last?
5. Do you anticipate any new products or services within the next year? Three years?
6. In which area does this organization put the greatest emphasis?
7. What would you say is the common denominator with your employees?
8. How many individuals did you hire from the Class of 2006? 2005?
9. Do you anticipate an increase/decrease in hiring over the next few years?
10. What do you offer your employees in terms of professional development?

(Other questions may be found in "How to Come Out First in the Second Interview" article at the end of this packet as well as in our "Career and Job Search Guide")

In a study involving over 37 companies, researchers came up with approximately 15 characteristics that are assessed in a second interview. Please list, in order of importance, and compare with the correct answers found at the bottom of the page.

	<u>Your Answers</u>	<u>Correct Answers</u>
1. Appearance	_____	_____
2. Assertiveness	_____	_____
3. Disposition	_____	_____
4. Enthusiasm	_____	_____
5. Extraversion	_____	_____
6. Grades	_____	_____
7. Initiative	_____	_____
8. Leadership	_____	_____
9. Loyalty	_____	_____
10. Maturity	_____	_____
11. Motivation	_____	_____
12. Verbal Communication	_____	_____
13. Punctuality	_____	_____
14. Work Experience	_____	_____
15. Written Communication	_____	_____

Answers: 1-10 ; 2-4 ; 3-14 ; 4-8 ; 5-15 ; 6-13 ; 7-3 ; 8-6 ; 9-5 ; 10-7 ; 11-2 ; 12-1 ; 13-9 ; 14-12 ; 15-11

Street Address
City, State, Zip Code
Date

Name
Title
Company Name
Address

Dear _____,

Thank you for arranging a most pleasant and productive day of interviews on _____. All of the people with whom I spoke provided a wealth of information on the opportunities in (position) at (company) , which has proved very helpful. As a result, my interest in joining your organization has heightened.

As requested, I have enclosed my expense report and have attached all necessary receipts. If you have further questions, please do not hesitate to call me at (phone number) or e-mail me at (e-mail address) .

Several people asked about my written communication skills so I am enclosing some samples. I am looking forward to hearing from you soon.

Thank you again for your time and consideration.

Sincerely,

YOUR SIGNATURE

(your name typed)

Enclosure

How to Come Out First In the Second Interview



Making a favorable first impression on a prospective employer may get you a second interview. But what do you do for an encore?

Clearly, you had to do something right the first time around to be invited back. So, if you gave concise answers to the interviewers' questions; explained how you could apply your skills to the position; and were well mannered, well dressed, and well prepared, then by all means, give a repeat performance.

Just keep in mind that you will be meeting with more people, probably at corporate headquarters, perhaps over the course of a day.

In this scenario, the people conducting the interviews—your prospective peers and superiors—will be primarily interested in whether you can do the job and work well with them. To prove that you can, focus on your internship and work-related experiences and offer examples of your competence and compatibility.

You also will need to demonstrate that you've done your research—that you know who the company is and what it does, and have some idea about what the job would entail. That will confirm your interest in working for the company, which is a major factor that employers consider when they make their hiring decisions.

Although a series of individual interviews is the most common format for the second interview, some companies may arrange for you to meet with several staff members simultaneously. Success in this situation often hinges on the same strategies you would use in individual interviews. In a group interview, you must be able to:

- demonstrate awareness of the company and its goals
- elaborate effortlessly on your resume
- maintain a positive attitude, and
- make good eye contact (first with the person who asks a question, and then with the others in the interview)

Be Prepared!

The second interview is typically held at the employer's site, so you may have to make travel arrangements. When you do, be sure to gather the following information and materials:

- The name, title, business address, and phone number of whomever is coordinating your trip/travel arrangements.
- Complete details about your travel and accommodation arrangements, including dates, times, locations, and appropriate phone numbers. If you will be staying at a hotel, ask the trip coordinator whose name your room reservation is in.
- Any necessary documents/paperwork (plane tickets, hotel reservation, car rental slip, etc.).
- A map or description of how to get to your various destinations. For example, if you are flying to the employer's location, how will you get from the airport to the hotel? From the hotel to the interview?
- A schedule indicating where you are supposed to be and when, and who you should ask for upon your arrival.
- Information on how and what expenses will be paid by the employer, including the documentation you will need to submit and to whom in order to be reimbursed. Most companies expect to pay for all the expenses related to a candidate's visit, so don't hesitate to inquire about prepayment or reimbursement. Conversely, don't take advantage of the employer. The expenses you ask to be reimbursed for should be legitimate, not for souvenirs and the like.

Questions worth asking...

The people who interview you for a job typically will ask if you have any questions about the position of the company itself. Don't pass up this opportunity to gather more information. It indicates that you are interested in the job and may help you decide if you actually want it.

Here are some questions you may want to ask the HR manager:

- Do employees have the opportunity to express their ideas and concerns?
 - What is the rate of employee turnover?
 - Why is the position open?
 - Does the job require much travel?
 - What are the chances of being relocated after starting the job?
 - How often are performance reviews given?
 - Who determines raises and promotions and how?
- Questions to ask your prospective supervisor include:
- What would be my primary responsibilities?
 - What would I be expected to accomplish in the first six months on the job? In the first year?
 - What are some of the department's special projects?
 - How much contact does the staff have with management?

You can also ask a prospective co-worker:

- What do you like best/least about working for this department/company?
- Can you describe a typical workday in the department?
- Do you feel free to express your ideas and concerns here?
- What are the possibilities for professional growth and promotion?
- How much interaction do you have with superiors, colleagues, and customers?
- Do you have much of an opportunity to work independently?
- How long have you been with the company? Does your future here seem secure?

Things to look for and think about

Work environment goes beyond the physical aspects of an office or plant. It also includes the people who work there



and the organization's culture and values.

Here are some suggestions for things to pay attention to during your visit:

- Are the people enthusiastic about their work?
- Are they helpful?
- Do you feel welcome?
- How are the facilities?
- Do you like the management style?
- Does this seem like a good place to work?

On-the-spot offers?

Is there any likelihood of being offered a job at the end of the second interview? Yes, although many firms make hiring decisions within a few days of candidates' second interviews.

So if you don't receive an immediate offer, don't be disappointed. But if you do, don't be afraid to ask for time to think about it. It's better to give some thought to the offer than to accept or reject it on the spot.

Don't forget to follow up!

Following your interview, be sure to send a thank-you note to every person who met with you. Keep the note brief, but reiterate your interest in the position, if that's the case. Even if you decide not to pursue the job, let the people who interviewed you know that you appreciated their hospitality and consideration.