Overview Presentation

› Importance of second level interview
› Preparing
› What to expect
› Day of interview
› Follow-up
› Evaluating offers

Corporate View

Allows a more in-depth assessment of a candidate

☐ Is the candidate a good fit with the company?
  ☐ Personality
  ☐ Skills
  ☐ Ability to work in a team setting
  ☐ Match with organizational culture

Job Candidate View

☐ Allows a first hand look at the company’s
  ☐ Work environment
  ☐ Corporate culture
  ☐ Fellow co-workers

☐ Plan on traveling the afternoon or evening before your visit

☐ Expect a full day of interviewing

When to Expect Contact from Organization

☐ 2 to 4 weeks after first interview
☐ Telephone invitation – possibly by hiring manager
  ☐ Confirmation by mail
How Does All This Work?

What do they pay for?
Travel arrangements of
- Plane
- Mileage
- Airport shuttle
- Hotel arrangements
- Rental car – must have valid driver’s license

Preparing

- Review
  - Notes taken after first interview
  - Annual report
  - Web site
  - Industry and business publications
- Talk to
  - OU alumni now employed by company
  - Current employee doing the job you are interviewing for
  - People who directly deal with the company or product

Preparing

- Should be familiar with the company’s
  - Operations
  - Mission and long range goals
  - Corporate philosophy and management style
  - Community

Preparing

- Good topics to cover:
  - Corporate goals and direction
  - Career enhancement
  - Market growth opportunities
  - Company’s competitive environment
  - Research and development
  - Evaluation system
  - Career paths of recent hires
  - Commitment to training
  - Community lifestyle

Don’t forget to find out the next step(s) in the interview process
Preparing

- Leave personal problems at home
- Have a well groomed appearance
- Take appropriate business attire

This is not the time to be thinking about work projects, mid-terms, girlfriend / boyfriend etc

If you need haircut etc, make time before you leave to take care of it

Arrival

- Carry enough cash to cover taxis, baggage tips, and other out-of-pocket expenses
- Keep all receipts
- When checking into hotel ask for any messages the company may have left
- Most hotels will ask to swipe your credit card for any incidentals

Phone Calls (local or long distance)
Snacks, water, mini bar
In-room movies

Don’t rely on just your cell phone – use the hotel system as a back-up

Arrival

- Schedule a morning wake-up call
- Unpack – iron if needed

Remember:
- Local calls are not free
- Do not charge long distance to room

The Evening Before Your Interview

Dinner with company representative
- Dress - business casual
- Eat and drink moderately
- Avoid language or subjects that might offend
- Avoid alcohol

Make sure clothes are clean and ready for the next day

Get plenty of sleep
- You are facing 6 to 7 hours of important meetings

You are being evaluated on
- Social graces
- Manner of speech
- Ideas/views
- Ability to carry a conversation
- Ability to mix business/pleasure
- Maturity

Interview begins the moment you walk off the plane (if interview is on-site) and does not end till walk on the plane to leave
Your Interview Day

Dress – business attire
Be punctual
Expect:
- 3 – 5 one hour long interviews
- Interviewing with various management levels
- Probing questions
- To be asked the same questions numerous times
- Salary requirements
- Testing
- Tour of the facility

Five Ways to Make a Good Impression

- Be able to communicate your goals, accomplishments, and training
- Project enthusiasm
- Be outgoing
- Show your maturity
- Learn and use people’s names

Be sure to express your interest in the company and the position

Don’t let any interviewer go away from interviewing you not knowing how interested you are in the position

Expenses and Follow-up

Companies can assist with:
- Arranging ground transportation
- Providing cash up front for travel
- Pre-paying for airline tickets
- Pre-paying for hotel room

Company will probably use a car service versus a rental car

Most companies will have a travel department or use a travel agent to set up air travel and hotel rooms that they can have direct billed to them

Expenses: Who pays for What

Typical expenses covered by company
- Parking
- Cab fares
- Business phone calls
- Meals en-route to and from interview

Your expenses
- Room service snacks (mini-bar)
- Newspapers
- Personal phone calls
- Gifts
- In room movies
Follow Up After Interview

- Send a thank you note upon return from your interview re-affirming your interest in the organization.

A handwritten thank you note will go a long way in showing your sincere interest.

Evaluating Offers

Money may not be the most important aspect of the offer. Other things to consider:

- Job Content
- Co-Workers and Culture
- Benefits (401k, flextime, vacation time)
- Location
- Company Size
- Types of professional development/training
- Management/leadership styles
- Growth/stability
- Day-to-day responsibilities

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