

Interview Template: Second Interview

Ensuring that the candidate is an excellent cultural fit and demonstrates solid strengths in creativity, relationship building, resilience and (if the job requires it) leadership.

Instructions:

While the first interview ensures that the candidate has the right professional skills for the role, this interview tests for cultural fit. Before interviewing, interviewers must:

- a) Identify any other areas to probe further from the first interview
- b) Choose questions from the Competency Question Bank that test cultural fit against Company Core Competencies
- c) Review any tests that have been conducted and identify areas for probing further

NB. When making any notes about the candidate, remember that they should be factual and not personal comments. Interview notes should be kept in case of any future challenge.

Candidate Name	
Position	
Interview Date	
Interviewer(s)	
Identify what characteristics you are looking for in a good candidate	

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Second Interview (Cultural Fit)

1. Welcome again!

- ▶ Introductions
- ▶ Focus on making the candidate feel at ease
- ▶ Would they like a drink?
- ▶ Well done on reaching the second stage
- ▶ Remember this is a two way process – ensure they know they can ask questions
- ▶ Explain our approach –
 - We will ask you to do your presentation first (where applicable)
 - Initially establish role fit and experience – clarify anything from first interview – don't repeat – you have already established that you think the candidate is a good role match.
 - Using competence based interview questions assess key competence fit
- ▶ Anything else they would like to clarify or ask before we start

2. Candidate Presentation (Where applicable)

You will have given the candidate a ten minute presentation topic before the second interview. Allow them to do their presentation

Criteria	Comment	Rate 1-3 1= Below par 2= Good 3= Excellent
Content: Was the subject comprehensively covered?		
Clarity: Was the content and the actions/ recommendations clear?		
Focus: Did the candidate stay on track?		
Style: How well did he/ she engage the audience?		

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3. Deep dive: Reviewing cultural fit

Using the Competency Question Bank select 2-3 questions for each competence area most relevant to the role.

Remember: The candidates answers should be specific and refer to previous experience or how they would handle a situation. You are looking for a good, rounded answer (avoiding evasiveness and generalities and addressing the specifics).

	Questions	Your notes on candidate response:
Pre-selected questions from Competency Question Bank here		

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Pre-selected questions from Competency Question Bank here

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4. Any questions from you?

Are there any questions you would like to ask me?
(good indicator of inquisitive and curious)

Make a note of the questions asked. Were they primarily self-interest related or did they probe and question further the business and wider team?

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5. Assessment	Rating	Review(capture any '+' and '-' observations)
I believe that this candidate is a good match to the skills and knowledge required for the role as documented in the Job Description and Candidate Profile.	Yes	Plus:
	No	Minus:
	Maybe	
I would work alongside this candidate and I could see them working well alongside others.	Yes	Plus:
	No	Minus:
	Maybe	
I believe the candidate would fit in the Company culture	Yes	Plus:
	No	Minus:
	Maybe	

6. Decision		
<p>My overall assessment of this candidate on a scale of 1-3 where:</p> <ol style="list-style-type: none"> 1. Reject this candidate they are not a suitable fit for this role 2. I like many aspects of this candidate but would like to investigate further and gain a second opinion. 3. I strongly recommend this candidate for appointment and can see them as part of the Company team. 		
I recommend hiring this candidate.	Yes/ No	

Please submit your completed forms to HR following the interview process.