

Second Interview Tips

Purpose of the Second Interview

There are three primary reasons for the second interview:

1. You can make a more in-depth assessment of the candidate prior to making a VISTA position offer. Conduct a second interview when you are confident that the candidate has the skills and ability to do the job and use it as an opportunity to confirm a good match between the candidate and the affiliate.
2. The candidate has an opportunity to see the affiliate, meet some of its people first hand, and make an informed decision if an offer is made. The candidate, like the affiliate, is trying to determine whether or not there is a good fit between the two.
3. It creates another opportunity for transparency in which the supervisor can review the expectations of VISTA, CCNYPA, and the host site and the VISTA can assess if this is the right path for them

Sample Second Interview Ideas:

1. Ask applicant to submit a writing sample. Ask the VISTA to be prepared to talk about the development/creation of it.
2. Ask applicant to come prepared to talk about their experience in collaboration, teamwork and cooperation.
3. Ask applicant why this particular position is of interest to them.
4. Ask applicant to talk about their attention to detail. Encourage them to bring in examples that demonstrate this.
5. Have applicant share their 3 most important values in a workplace setting.
6. Ask applicant about their leadership style.
7. Ask applicant about their expectations for the position.