



WORKSHEET

THIRD/ FINAL ROUND

INTERVIEW TECHNIQUE

The last round of interviews is the final step in the hiring process, and it's a big deal! You are really close to landing your dream job, so this is a good time to take a deep breath and make sure you're ready for the task at hand.

You have got this far because you've been impressing people with your work ethic and accomplishments. You've seen off most of the competition, and it is likely you are only up against one or two other candidates.

The purpose of the interview is for the hiring manager to receive second opinions from their senior stakeholders to confirm you are the right cultural fit and verify any last questions they might have about you.





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

What went well in the second round of interviews?

Was there anything that the interviewers liked about your answers in particular?

Based on your discussions in the second interview, what is important to the hiring manager?

**When thinking about cultural fit, what is important for the organization?
(e.g. teamwork, communication, working well under pressure)**



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Objectives for the Final Round Interview

The hiring manager is actively comparing you to the other candidates and confirming who is the best overall technical and cultural fit. Often, this final round will include a senior stakeholder who will be meeting you for the first time.

The final round is close to the finish line, however, you must remember to prepare, and whilst confidence is important, you must remain focused and continue to be diligent.

The senior manager and hiring manager will be using this final interview round for three main reasons:

1. To ask any outstanding questions that may have been missed in previous interviews
2. To see how closely you align with the culture of the organization and whether you can build relationships with those outside your team
3. To understand your salary and benefit requirements and whether you have any other job offers on the table

TOP TIP:

Most senior managers are observing interviewees and asking themselves if you are a good potential future leader. Take time to demonstrate your long-term plans at the organization



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

Strengths	Weaknesses
<ul style="list-style-type: none">• Good rapport with the interviewer(s)• Long-term career plans and growth potential	<ul style="list-style-type: none">• Salary expectations• Low level of emotional intelligence
Opportunities	Threats
<ul style="list-style-type: none">• Do you fit in with the organization's culture?• Do you have a natural rapport with the interviewers?	<ul style="list-style-type: none">• Demonstrating that your unique abilities will mean you perform at a high level in the job

This round is the final opportunity for you to make an impact and there are several behaviors that will get you knocked out of the process including...

- You did not build a good rapport with the senior manager
- You did not demonstrate that you have growth potential and plan to stay in the role for a while
- You did not demonstrate that you can build relationships with stakeholders other than the hiring manager
- Your salary or benefit expectations were outside the job role budget or much higher than an alternative candidate who demonstrated a similar level of experience and cultural fit

The first three you can influence. The last point is more complicated, as it is something that is outside of your control, but not to worry we have some guidance for you further on in this tip sheet.



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1. Why do you want to work at our organization?

The question is gauging whether your thoughts or feelings have changed on the organization now that you have had the opportunity to meet other employees and get to understand the role better. It is also asked to understand how enthusiastic you are about the job.

Some key points to remember:

- Ensure that your answer includes talking about the key projects you will be working on.
- Demonstrate you have a good understanding of the culture. For example, if the organization is highly pressured, tell the interviewer about how you thrive in a fast-paced organization.

To get prepared for “Why do you want to work at our organization?” complete the following sentences

“What interests me most about your organization is...”

Explain the main aspects of the culture you have identified as important and explain why you think that your experiences, preferences, and skills align well with those aspects.

“I am looking for a role which will challenge me. From my research and previous discussions, the two most important challenges I am looking forward to taking on are...”

Explain two projects or parts of the role you are excited for and use what you have learned during your preparation and with the previous interviewers to demonstrate you that you know the role in detail. Demonstrate that you are looking forward to the challenges and can add value immediately.



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2. How do you balance your work and personal life effectively?

The working world is increasingly highly pressured and busy, and organizations are recognizing that employees need a good work/life balance. This question is asked to see if you can handle a highly pressured work environment and won't burn out. It seeks to understand what you do to take control of your mental health so that you can perform at your best level. Another reason this question is asked is to see if you bring any hidden talents to the role.

Some key points to remember:

- Be honest and speak with a smile when talking about your pastimes to demonstrate your enthusiasm and passion for them.
- Tie your hobby or pastime to the skills needed in the job. For example, if you enjoy endurance running link that mental strength and relentlessness to being relentless in the workplace.
- Demonstrate a hobby or pastime that is unique or creative. Reading is great, but being part of a book club is more interesting.

To get prepared for "How do you balance your work and personal life effectively?" complete the following sentences

"To unwind I enjoy doing X..."

Summarize what you do and why you do it.

"I enjoy doing X because ..."

Explain what you gain from the hobby or pastime. Does it relax you? Do you get to test your capabilities? Do you get to learn something different from your day job?

"I have learned to X as a result of my hobby...."

Highlight any skills you have learned because of the hobby you do. For example, learning chess has enabled you to develop your critical thinking skills, which in turn has helped you in previous job roles.



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3. Are you interviewing elsewhere?

The interviewer is gauging your interest in the industry and scoping out their competition when it comes to negotiating your package. The key here is to keep your answer general, without giving too much information away, but letting them know that there are other potential options on the table. This gives you a step up in potential negotiations.

Some key points to remember:

- Your answer is YES. Even if you aren't actively interviewing anywhere else right now, state that you are actively exploring other options.
- Continue to demonstrate and explain your enthusiasm for this role
- You can always mention other companies by name if you wish to, however, this can also be at your discretion. Interview etiquette dictates that you will not be pushed to give a direct name.

Ways in which you can answer this question include:

“Yes, I am actively exploring other options in the industry.”

“There are other roles available, however, this role at the top of my list because...”

“I am early on in the job search process, however, this role is the most exciting to me because...”



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4. What are your salary expectations for the role? What benefits are you expecting?

This question is a bit of a hot potato, in that you do not want to give a straight answer on the exact figure you are looking for just yet. The reason is that you risk knocking yourself out of the running if your figure is very high compared to other candidates or outside the initial budget that was set for the role. Also, a set amount might indicate that you are not willing to negotiate.

Some key points to remember:

- The hiring manager has a salary in mind, but it could be changing throughout the interview process depending on the types of candidates they are seeing
- Keep your response focused on your enthusiasm for this role, outside of the salary offering
- For more information on negotiating your salary check out the Negotiation resources in the PERSUADE section

Ways in which you can answer this question include:

“That is a great question, could you please share the salary range for the role?”

“I’m currently considering opportunities with salary ranges between \$X and \$Y. Is this aligned with the salary range of this position?”

Let the interviewer know that you are most interested in landing a role where you can add value and passion, which is most important to you and will consider the salary on that basis.





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What questions should you ask at the end of a third-round (or final round) interview?

1. Is there anything about my experience or qualifications that gives you pause, that I could speak to now while we're together?
2. Every time I have an opportunity to interview I see that this role is truly aligned with the value I can bring to the table as well as the opportunity to grow in my professional acumen. How quickly are you looking to fill this role?
3. After this conversation I'm more excited than ever for this opportunity. When can I expect to hear about a potential offer?

Always end your interviews by thanking the interviewers for their time and for the opportunity to interview

Finally, follow up with a thank you note to the all interviewers thanking them for their time. In this email, mention parts of the conversation that were a highlight for you, and reiterate how learning more about the role demonstrated how much you would be a great fit for the team.

