

CALLBACK INTERVIEWS

HOW TO ACE YOUR CALLBACK INTERVIEW

WHAT IS A CALLBACK INTERVIEW?

A callback is a second interview held at the employer's offices where a more thorough assessment of you is made. More emphasis will be placed on determining whether you will "fit" into the workplace and office culture.



1 ACKNOWLEDGE THE INVITATION

Respond within 24 hours to the invitation, whether you are accepting or declining.

Schedule the interview as soon as possible and make sure you put the date on your calendar.

Ask who you will be meeting with to allow you to research their background.

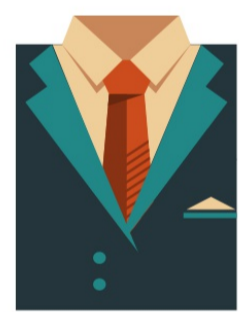
2 PREPARE FOR THE INTERVIEW

Practice your answers. Be prepared to talk in depth about your resume and to articulate your career goals.

Practice answering questions about your weaknesses in a positive way and be confident and convey your strengths and accomplishments.

Know the firm inside and out.

Prepare questions to ask each interviewer and bring extra copies of your application materials.



3 DAY OF THE INTERVIEW

Be friendly, respectful, and personable. Remember this is an interview about fit, not qualifications, so be yourself.

You will likely meet with several different interviewers who will ask you the same questions. Be consistent with your answers and be conscious of your energy level - this is an endurance test.

4 AFTER THE INTERVIEW

Always ask about next steps (it shows the interviewers that you are interested).

Send thank you notes within 24 hours. You can send individualized notes to each interviewer, or one note to the recruiting coordinator or hiring partner and ask him or her to convey your thanks to the others.



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CDO
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Schedule an appointment with a career advisor for a mock interview or interview coaching.

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