

# **RB's Guide to a Successful Interview**

**Your designated Account Manager will assist you in maximising your chances of success throughout the interview process.**

Everyone knows that interviewing and testing can be a daunting experience, however we can help you prepare so that you can respond to interview questions confidently and accurately whilst being able to let yourself shine.

Here are a few tips to assist you in maximising your chances of success!

## **Research the Company**

Visit their website, read brochures, access Annual Reports – your efforts will show during the interview and you will present yourself as a proactive and genuinely interested candidate.

## **Preparation**

Make sure you know what the job entails, the positions of the people interviewing you and any other interesting facts that you have picked up from your RBR Consultant or from the website. Ensure your answers are job specific.

## **CV**

Make sure you are able to talk about your past employment and job descriptions confidently and articulately. Know your strengths, weaknesses and achievements. Try and think about scenarios that will accurately highlight your strengths.

## **Arrival Preparation**

Research your destination, plan your journey and allow yourself plenty of time to arrive on time to the interview. Aim to arrive no more than 10 minutes early – calm and collected.

## **Personal Presentation**

Your RB Consultant will be able to tell you about the dress expected for each role within each company. Dress smartly and professionally, ensuring clothes are cleaned and ironed. Ensure sunglasses are not left on heads, buttons undone, shoes scuffed.

Watch your body language – no twirling of hair, no tapping noises and be aware of defensive body language such as crossed arms, turning away from the interviewer or not making eye contact. If your mouth becomes dry and parched, don't be afraid to ask for water. Turn off mobile phones, give a firm handshake, appear friendly and confident and.....**SMILE!**

## **Interview Question Preparation**

Talk with your RBR Consultant about typical interview questions for each role/company that you are interviewing with. You would be surprised at the different interview techniques that Managers follow. Practice your responses so that you sound positive, confident, succinct and knowledgeable. Try not to waffle!

Provide specific examples of achievements and always maintain eye contact. Try to ask your own relevant questions to demonstrate your interest and knowledge. Always try to remain positive about prior roles and companies as negative comments will not always be well regarded.

## **Post-Interview**

Please contact your RBR Consultant or we will call you to talk about the next step – whether it be a Letter of offer, 2nd round interview, or feedback regarding unsuccessful application. We will guide you through the process until you successfully start your first day in your new role!