

RBC Interview Pack

Prepare for a rewarding future with RBC!

www.rbc.com/careers



An introduction to the RBC recruitment process

Take the first step! Once you explore our Online Recruitment Tool and submit an application, we'll send you an e-mail confirmation that your application has been received. An RBC recruiter will contact leading candidates whose skills and qualifications closely match the position requirements for the possibility of an interview.

Your first interview will typically be with an RBC recruiter, who may discuss your talents in person or by phone depending on your location and availability. If you are eligible, your name may then be presented on a shortlist of candidates to an RBC hiring manager.

A second interview with the hiring manager usually takes place on site to provide you with an ideal opportunity to familiarize yourself with your potential working environment. Once they ascertain your suitability for the position in question, a conditional offer of employment will be made, pending credit, criminal, reference and background checks.

Upon completing this process, you'll be on your way to begin a winning career and delivering your best to clients, colleagues and managers.

Alternatively, your application will be kept on file in our database for 12 months; we encourage you to update and resubmit your resume to reflect changes as they arise, and to keep track of new opportunities by setting up your personal Career Alert within our online recruitment tool.

Acing your interview

To make the most of the behavioural-based interview style used by RBC, we recommend you follow the steps below:

- When asked a question, frame your answer in three steps: Talk briefly about the situation, detail how you handled the issue and discuss the positive outcome (Situation → Action → Result).
- Listen carefully. Ask for clarification if necessary. Answer completely.
- Try to use recent examples.
- Illustrate your examples with experiences from previous jobs internships, activities, team involvements and community services.

Be prepared to discuss how your skills and experience align with the role, and how you might approach success if selected.

Crafting your resume

Be concise; try for two pages plus cover letter or less. Be accurate! You'll find your perfect employment match only if you're honest about your skills and accomplishments. We suggest the following order:

- Contact information
- Skills and abilities – list relevant talents
- Work experience – working backwards, most recent first
- Responsibilities – including job-specific skills
- Client experience (if applicable) – include rewards/recognition
- Awards and achievements – in what areas did you shine?
- Formal education – working backwards, including certifications
- Professional development – outside your formal education

What to expect in an RBC interview

Our recruiters are trained to help put you at ease and bring your talents to the fore. They're well trained in behavioural interview processes, asking you about how you've behaved in certain situations in the past. For example:

“Tell me about a time when you met the needs of a client who did not make it clear what he wanted” or “Give me an example of when you played a key role in helping a team reach its objectives”.

We may also ask questions that will help us assess your technical skills, your fit with the organization and how you might respond to certain situations; the recruiter will examine how well your technical capabilities (i.e. computer skills, product knowledge) and behavioural capabilities (i.e. initiative, client stories) will suit your future responsibilities.

Although you will likely interview with the person you'll report to, you may also meet other potential team members in a panel interview.

Good luck!

Please visit us at www.rbc.com/careers and explore our How to Apply pages for further information on the RBC recruitment and interview process outlined above. And feel free to navigate our site and discover the possibilities of a promising career with RBC!

We value diversity in the workplace, are committed to employment equity/equal opportunity employment and will provide reasonable workplace accommodation to applicants with disabilities.

