

# Prepare for a rewarding future with RBC!

[www.rbc.com/careers](http://www.rbc.com/careers)



## How recruiting happens at RBC

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 and fit with both the position and RBC in person or by phone depending on your location and availability. If you are eligible and if there's a good match, your name may then be presented on a shortlist of candidates to an RBC hiring manager.

A second interview, most likely with the person you'll report to, usually takes place on site. This provides you with a great opportunity to familiarize yourself with your potential working environment. Once it has been determined that the position is right for you, 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 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 keep track of new opportunities by setting up your personal Career Alert within our online recruitment tool and to update and resubmit your resume to reflect changes as they arise.

## Interview Tips

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:

- Your 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. Using behavioural interviewing processes, recruiters will ask 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.

Following a successful interview with a recruiter, you will likely meet with the person you would report to, and you may also meet other potential team members in a panel interview.

Good luck!

Please visit us at [www.rbc.com/careers](http://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 winning 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. EOE M/F/D/V*

