



RDI Interview Technique Guide

Summary:

- ❖ Don't be late
- ❖ Dress most appropriately for the company culture
- ❖ Rehearse mentally your answers for general questions
- ❖ Prepare questions to ask the interviewers
- ❖ Take your time to answer every question to the best of your ability
- ❖ Be yourself

Introduction:

Interviewing is a necessary part of a professional career and everyone will continue to take part in interviews throughout their lives. Some of the most simple and straightforward checklist items can dramatically increase your chance of reaching the next round. However as we at RDI observe, even seasoned professionals continue to make basic errors.

Things to DO for Interviews:

- Do your due diligence about the company, research the company culture, organisation structure, current product line-up, latest financials, management ethos and also specifics about the area in which you intend to work
- Do dress most appropriately for the company culture, sufficiently conservative that you are taken seriously and look professional but don't wear a business suit if the company always wears casual clothes, check in advance, also consider the climate – do not arrive perspiring and out of breath!
- Do rehearse mentally your answers for general questions in advance, think of the general areas that interviews cover and arrange your top 2-3 best responses e.g. the time when you had to motivate your team to perform better or challenging situations and how you overcame them
- Do prepare questions to ask the interviewers, this will show your interest in the company and it is your chance find out the aspects that matter most to you e.g. what is the worst thing about working in your company? If I join your company, what would I be expected to accomplish in my first six months?



- Do practice speaking clearly and concisely, each answer have a clear ending in order that the interviewer can grasp the message that you wish to deliver
- Do relax and be yourself, do not slouch/slump, maintain professionalism at all times
- Do mentally note the names of the interviewers, if possible in advance, then thank them using their name at the end of the interview with their title if appropriate

Things NOT TO DO for Interviews:

- Don't be late – in fact be early, if you are not familiar with the location then test out the journey time in advance, also allow time for entering the building, sign in etc.
- Don't use negative or improper body language, always use positive, open and expressive body language. For example pointing is too strong, whereas
- Don't rush to answer as quickly as you can, listen carefully to the question, consider your best response and then respond calmly and clearly
- Don't use personal experiences as examples to answer interview questions e.g. when answering 'the time when you showed commitment' should not be that you bought flowers for your boyfriend/girlfriend
- Don't speak ill of previous employers in a critical way, if you wish to express a negative aspect, make sure that you demonstrate the value brought to ameliorate the situation
- Don't leave without checking what the next stage will be, ask if necessary
- Don't lie, this might be your future employer, they probably will do reference checks and if you tell lies regarding your work experience then you will be expected to back that up with tangible abilities later on

Conclusion:

If you are a candidate we hope that you have found this guide useful. All candidates who are put forward to interview by RDI receive interview coaching and support to increase your chances of landing the job that you desire. RDI is passionate about people and we apply our experience to try to match the right person to the right job by being creative and insightful and always putting the customer first.

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