



Interviewing with RSA

The purpose of these notes is to tell you what to expect if you meet us for an interview. We want you to get the most out of the opportunity.

Background

Assume that:

- our consultant took a complete brief about the job and the ideal candidate
- the advertisement or call from our Researcher presented the key points accurately
- applicants measured themselves realistically against the profile, and presented accurate CVs
- our consultant was good at analysing CVs.

If this is so, usually everyone we meet will be able to do the job.

So the question we and you have to answer is hardly ever whether you can do the job. It's whether the job offers you the best next career move. If we get this right for our candidates, by definition we'll also get it right for our client companies.

What to Expect Before the Interview

- a response to your application within a few days
- a letter or email asking you to phone in and make a date for interview
- confirmation of these arrangements, together with:
 - an expense claim form
 - a location map and directions
 - a prompt to tell us in advance if you have any special needs
 - a request to bring with you to interview documentation providing evidence of your identity, qualifications and registrations with professional bodies.

What to Expect on Arrival

- a prompt answer when you press the button on our entryphone
- someone to greet you and take you to a comfortable sitting room
- a request will be made to take your photograph and to copy the documentation you have brought with you
- a chance to get a copy of the recruitment brief, some refreshments, and a wash and brush-up if you need one
- a chance to relax, read the brief and enjoy your refreshments.

RSA
The Melon Ground
Hatfield Park
Hatfield
Herts AL9 5NB

telephone
+44 (0)1707 259333

facsimile
+44 (0)1707 271366

email
enquiries@theRSAgroup.com

web
www.theRSAgroup.com



What to Expect at the Interview

Our consultant will join you after 10-15 minutes and answer any questions about the brief. All consultants have their own personal way of interviewing, but you can expect to be asked to confirm that your CV is accurate and truthful and to discuss most of the following:

- your upbringing and education
- work history and its relevance to the position
- reasons for past career moves
- personal aspirations now and in the future
- activities and interests outside work
- personal and family circumstances relevant to a career change decision
- current salary and benefits.

If you feel uncomfortable with any of the questions, please say so. We will respect your feelings.

The consultant will use the interview to form opinions about your decision style, energy and drive, flexibility, intellectual ability, team relationships and working approach. (S)he'll also be assessing with you whether the position will offer you the best next step in your career.

At the end, the consultant will:

- collect your expense claim form
- tell you about the plan and timelines for the rest of the assignment
- tell you when you can expect to hear the outcome
- escort you to the door and say goodbye.

What to expect after the interview:

- timely feedback about the result of your RSA interview
- timely payment of any approved expenses
- efficient organisation of any interview arranged with the client company
- eagerness to get your feedback after your interview with the client
- timely communication of client feedback about the outcome of any such interview
- help with negotiating your package if the client wants to offer you the job
- a confidential quality feedback form at the end of your involvement in the assignment – for you to complete and send to our outside Quality Adviser in the envelope provided.

RSA

The Melon Ground
Hatfield Park
Hatfield
Herts AL9 5NB

telephone

+44 (0)1707 259333

facsimile

+44 (0)1707 271366

email

enquiries@theRSAgroup.com

web

www.theRSAgroup.com



Conclusion

We hope that you have found these notes helpful. If you have any suggestions for improvement, please let us know.

Please note: Because we are spending our Clients' money it is our duty to check candidates' expense claims for accuracy before approving them. We reimburse receipted expenses up to the limits described in our expense claim forms and accept mileage claims that are close to the distances shown for the route by the AA or other reputable organisations.

RSA
The Melon Ground
Hatfield Park
Hatfield
Herts AL9 5NB

telephone
[+44 \(0\)1707 259333](tel:+44%201707%20259333)

facsimile
[+44 \(0\)1707 271366](tel:+44%201707%20271366)

email
enquiries@theRSAgroup.com

web
www.theRSAgroup.com