Interviewing Workshop
BRUIN ACTUARIAL SOCIETY PROFESSIONAL WORKSHOPS PART III
### Table of Contents

- Introduction
- Types of Interviews
- Preparing for an Interview
- Types of Interview Questions
- After the Interview
Introducing

You have an interview scheduled. Now what?

- Receiving an interview means that you are **qualified**, at least on paper
- Now you must show them that you are who you say you are and that they **want to** work with you
- Expect 2 to 3 interviews before you are hired
Types of Interviews

- Phone Interviews
  - Live
  - Recorded
- Webcam Interviews
  - Live
  - Recorded
- In-person (On-campus) Interviews
- On-site Interviews
Types of Interviews
Phone Interviews

- Range from 15 min to 45 min.
- You cannot use body language or your smile to your advantage
- Do’s:
  - Find a place with good phone signal
  - Answer the phone with “Hello? This is [your name].”
  - Use your voice and intonation to convey your passion and interest
- Don’ts:
  - Furiously type out answers to technical/logic questions during interview
  - Excessive background noise and distractions
Types of Interviews

(Live) Interviews by Webcam

- Less common
- Usually for firms not located in Southern California
- Or for firms that don’t hire a lot of UCLA students
- Citrix GoToMeeting is common (similar to Google Hangout, Skype)
- Check video and microphone quality beforehand
- Find a place with good lighting
- Make sure whatever is in the background is neat
- Maintain eye contact. Look into the camera, not the screen
Types of Interviews

(Recorded) Video Interviews

- Less common but becoming more common
- HireVue reports increase from 13K to 2.5M interviews per year since 2011
- Questions appear on your screen
- Your webcam records you answering questions

Advantages:
- More convenient (You have a day or two to record)

Disadvantages:
- Impersonal and robotic
- Awkward at first because it seems like you’re talking to yourself

Same tips as for live video interviews
Types of Interviews

In-person (On-campus) Interviews

- On-campus interviews take place at the Career Center
- Check in at the front desk at least 5 min early and take a seat
- Keep in mind that anyone in the room could be your interviewer
- Your interviewer will come greet you
Types of Interviews

On-site Interviews

- Usually the final step before a decision
- All about office “fit” and whether or not they can see themselves working with you
- Spend multiple hours in the office
- Meet with many people in succession
- Give consistent answers to each person (Interviewers will compare notes)
Preparing for an Interview

Doing your research

- Research the company, position and the interviewers
- Use Google, Wikipedia, LinkedIn, Glassdoor and company websites
- Know your resume inside and out and practice talking points for each of your significant academic/professional/leadership experiences
Preparing for an Interview

What to bring

- Extra copies of your resume and reference list
- Notepad and pen to take notes
- Dark business portfolio
- Business professional dress (same as Career Fair)
Types of Interview Questions
The Basics

- Tell me about yourself.
- Why do you want to be an actuary?
- Where do you see yourself in 5 (or 10 or 20) years?
- How do you study for actuarial exams?
Types of Interview Questions

Resume-based Questions

- The interviewer needs to verify what you have on your resume
- Walk me through your resume.
- What did you do during your time at [previous employer]?
- What was the most important thing you learned at your previous job?
- What was the biggest challenge at your previous job/internship?
Types of Interview Questions
Assessing your Interest

- How did you become interested in this company?
- What do you know about this industry?
- What do you hope to accomplish or learn here?
Types of Interview Questions

Behavioral Questions

- Interviewers want to know how well you work in a professional setting.
- What are your greatest strengths and weaknesses?
- How do you interact with people who are difficult to work with?
- Describe some time when you took leadership or initiative.
- Do you work best on a team or individually?
Types of Interview Questions

Brain-teaser Questions

- Interviewers don’t expect a right answer, just that you think out loud.
- How many basketballs could fit in a bus?
- How many gas stations are there in the US?
- Why are manhole covers round?
- How many times a day do the hands of a clock overlap?
- Various riddle questions
- Google is notorious for asking questions like this.
- Other companies began doing so, too.
Your Turn to Ask the Questions

Showing genuine interest

- What projects would I be working on?
- Who would I work with?
- Who would I report to?
- What is the organizational structure of the office?
- When can I expect a hiring decision?
During the Interview

Body Language

- Maintain eye contact
- Firm handshake and warm smile
- Keep your head up and back straight
- Avoid shaking your leg while seated
- Avoid fiddling with hair
After the Interview

- Thank the interviewer for his or her time
- Send an email with your thanks
- Follow up when the decision is due

“Well, this conversation isn’t going to end itself.”
Questions?