Interview Workshop

BRUIN ACTUARIAL SOCIETY
PROFESSIONAL WORKSHOPS
Table of Contents

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

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
• Later interviews might include a basic Excel assessment (Come to our Excel workshop!!)
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
- Have your resume and notes readily available (they can’t see you!)
- 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

- Write down some bullet points for your answers to common interview questions
- Relate your experiences to the specific role that you’re interviewing for
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
Tell me about yourself

• Basically a guaranteed question

• DO NOT: recite your entire resume/life story

• DO: talk about the following
  • What you’re currently doing (year in school, major)
  • Your past experiences
  • What you’re looking for in the future
Types of Interview Questions

The Basics

Why do you want to be an actuary?

Why are you interested in this specific industry?
  • Current events
  • Personal experiences

Where do you see yourself in 5 (or 10 or 20) years?
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?

Interviewer: Why should we hire you?
Me: because you're hiring
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?

Tell me about a time you had a conflict within your team. What steps did you take to resolve it?
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?
What is a challenge you are currently facing in your role?
How do new hires typically pick up the skills that they need?
What are some things that you do with your team?
When can I expect a hiring decision?

**Think about what you and the interviewer have talked about, and remember that people love to talk about themselves!!**
During the Interview

Tips

- 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

Don’t be afraid to ask for more time to think of an answer
After the Interview

Thank the interviewer for his or her time
Send a **personalized** email with your thanks
Follow up when the decision is due
Resources

www.themuse.com
www.monster.com
www.thebalance.com
www.glassdoor.com
FIN

Questions?