Agenda

Introduction
Types of Interviews
Preparing for an Interview
Types of Interview Questions
After the Interview
You have an interview scheduled. Now what?
Receiving an interview means that you are **qualified**, at least on paper.
Now you must show them **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
- In-person Interviews
- Webcam Interviews
# Phone Interviews

- Range from 15 min to 45 min
- No body language

<table>
<thead>
<tr>
<th>Dos</th>
<th>Donts</th>
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<tbody>
<tr>
<td>• Find a place with good phone signal</td>
<td>• Furiously type out answers to technical/logic questions during interview</td>
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<tr>
<td>• Answer the phone with “Hello? This is [your name].”</td>
<td>• Excessive background noise and distractions</td>
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<tr>
<td>• Use your <strong>voice and intonation</strong> to convey your passion and interest</td>
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Webcam Interviews

Live Interviews

- Usually for firms not located in Southern California
- Firms that don’t hire a lot of UCLA students
- 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.
Webcam Interviews

Recorded Interviews

- Less common but becoming more common
- Questions appear on your screen
- Your webcam records you answering questions
- More convenient since you have more preparation
- Could be impersonal, awkward and robotic
- Same tips as for live interviews
Types of Interviews

In-person Interviews
On-Campus

• Takes place at Career Center
• Check in at the front desk at least 15 minutes 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

**In-person Interviews**

**On-site**

- Usually the final step before a decision
- All about office “fit”
- Spend multiple hours in the office
- Meet with many people in succession
- Give consistent answers (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?
- Why are you interested in this specific industry?
  - Current events
  - Personal experiences
- Where do you see yourself in 5 (or 10 or 20) years?
- How do you study for actuarial exams?
Practice!

Partner up with someone sitting near you and respond to the following interview prompt:

Tell me about yourself
Practice!

Partner up with someone sitting near you and respond to the following interview prompt:

Why do you want to become an actuary?
Practice!

Partner up with someone sitting near you and respond to the following interview prompt:

Where do you see yourself in 5 years?
Listen carefully to the question and think of an event. Take a few seconds to ensure you have the best example you can. Don’t rush it.

Describe a specific event or a situation that you were in. The who, what, where, when etc.

Explain the task you had to complete, highlighting any specific challenges or constraints e.g. deadlines, issues or costs.

Describe the specific actions that you took to complete the task. These should highlight desirable traits the interviewer is looking for.

Close with the result of your efforts. Include figures to quantify the result if possible.

And remember, do not think of new details as you answer. Say what you had planned for and end.

STAR Technique
### Example of STAR Technique

<table>
<thead>
<tr>
<th>S</th>
<th>Situation</th>
<th>&quot;Whilst employed at CRS Marketing last summer&quot;</th>
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<tbody>
<tr>
<td>T</td>
<td>Task</td>
<td>I was given the task of managing several Twitter accounts</td>
</tr>
<tr>
<td>A</td>
<td>Action</td>
<td>I suggested using a different social media tool to manage all the accounts from one dashboard</td>
</tr>
<tr>
<td>R</td>
<td>Result</td>
<td>My idea was accepted and implemented and resulted in a time saving of 3 hours per week&quot;</td>
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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?
Practice!

Partner up with someone sitting near you and respond to the following interview prompt:

Describe a time you had a conflict when working in a group.
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 interests

• How did you become interested in this company?
• What do you know about this industry?
• What do you hope to accomplish or learn here?
Practice!

Partner up with someone sitting near you and respond to the following interview prompt:

Please select a line of business or industry (e.g. health and benefits, property and casualty, retirement, life OR insurance, consulting) and describe why you’re interested in 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?
• How many times a day do the hands of a clock overlap?
• Various riddle questions
Partner up with someone sitting near you and respond to the following interview prompt:

How many pairs of boxers were sold in the U.S. last year?
Your Turn to Ask the Questions

Showing genuine interest!

- What projects would I be working on?
- Who would I work with?
- Who should 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
Questions?