

# INTERVIEWING WORKSHOP

Bruin Actuarial Society

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# AGENDA



Introduction



Types of Interviews



Preparing for Virtual Interviews



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 **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 Video Interviews



Recorded Interviews

# PHONE INTERVIEWS

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

## Do's

- Find a good 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
- Ramble (speaking for 2 mins straight is a bad idea)

# LIVE VIDEO INTERVIEWS

## Live Video Interviews

- 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
- Smile and let the recruiter lead the conversation



# RECORDED INTERVIEWS



## Recorded Interviews

- More common due to pandemic
- Questions appear on your screen
- Your webcam records you answering questions
- More convenient since you have more preparation
  - You may have multiple attempts to answer each question
  - You will have some time to read the question and brainstorm your response before recording
- Could be impersonal, awkward and robotic
- Same tips as for live interviews

# FINAL ROUND INTERVIEW

## Live Video Interview with the Team

- Final step before a decision
- All about “office fit”
- Usually multiple 30 min interviews with actuarial students and a fellow/hiring manager
- Give consistent answers (interviewers will compare notes)





# PREPARING FOR AN INTERVIEW

# DO YOUR RESEARCH

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



# WHAT TO "BRING"

- Laptop with webcam and headphones
- Phone on the side and in silent mode (in case of WiFi issues)
  - Make sure vibration is off
- Copy of your resume for reference during interview
- Pen and paper to take notes
- Business professional dress



# PRACTICING INTERVIEW QUESTIONS

# 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!

Tell me about yourself.

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# Practice!

Why do you want  
to be an actuary?

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# Practice!

Where do you see  
yourself in 5 years?





## PREPARE

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.

## S

## SITUATION

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

## T

## TASK

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

## A

## ACTION

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

## R

## RESULT

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

## Situation

- Whilst employed at CRS Marketing last summer

## Task

- I was given the task of managing several Twitter accounts

## Action

- I suggested using a different social media tool to manage all the accounts from one dashboard

## Result

- My idea was accepted and implemented and resulted in a time saving of 3 hours per week"

# Star Technique

# 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!

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!

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





# Practice!

How many pairs of  
boxers were sold in  
the U.S. last year?



# MAKING A POSITIVE IMPRESSION

# 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

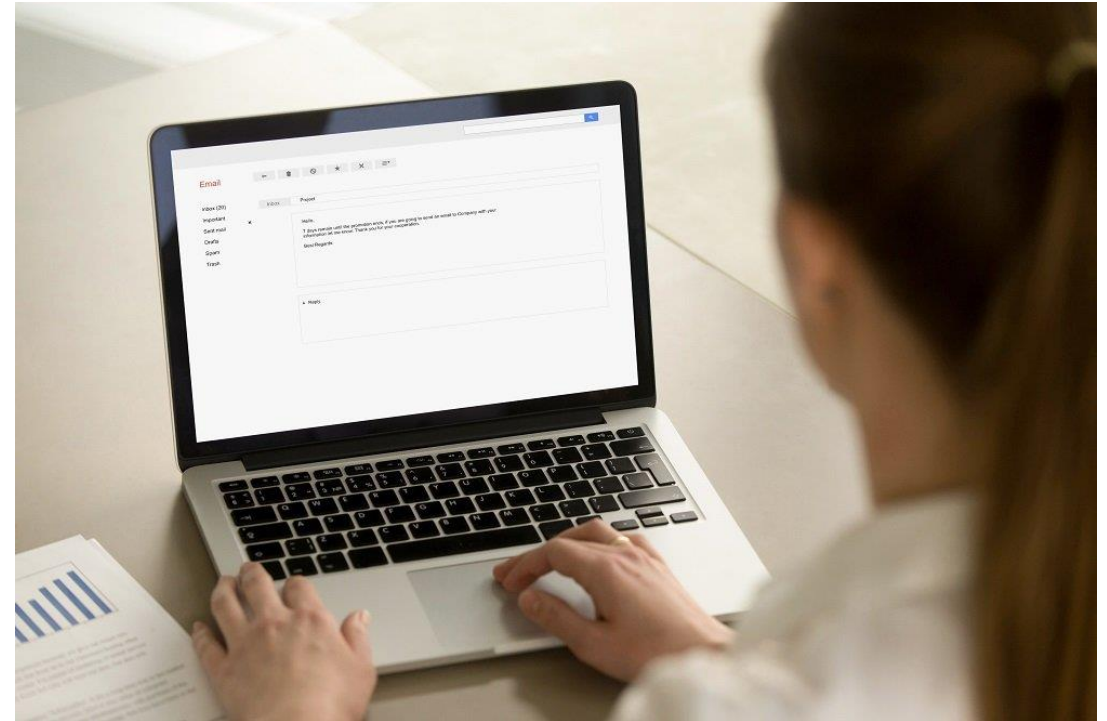
## BODY LANGUAGE

- Maintain eye contact
- Keep your head up and back straight
- Avoid shaking your leg while seated
- Avoid fiddling with hair
- Dress and act as you would in an office interview



# AFTER THE INTERVIEW

- Thank the interviewer for his or her time
- Ask the interviewer for his/her email address and send a thank you email
- Follow up when the decision is due



# MOCK INTERVIEWS

- <https://www.wejoinin.com/sheets/fstaf>
- All times are in **PDT**
- Please sign up after workshop if interested
- Deadlines to sign up
  - 11:59 PM on Monday, 10/19 for a Tuesday mock interview
  - 11:59 PM on Tuesday, 10/20 for a Wednesday mock interview



# QUESTIONS?

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