INTERVIEWING WORKSHOP

BRUIN ACTUARIAL SOCIETY
AGENDA

- INTRODUCTION
- TYPES OF INTERVIEWS
- PREPARING FOR VIRTUAL INTERVIEWS
- PREPARING FOR IN-PERSON 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
- Recorded Interviews
- Webcam Interviews
- In-Person Interviews
PHONE INTERVIEWS

- Range from 15-45 minutes
- 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 minutes straight is a bad idea)
RECORDED INTERVIEWS

- More common due to the pandemic
- Questions appear on your screen
- 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
WEBCAM 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
IN-PERSON INTERVIEWS: ON CAMPUS

- Takes place at the Career Center
- Check in the front desk at least 15 minutes early and take a seat
- Keep in mind that anyone in the room can be your interviewer
- Your interviewer will come greet you
IN-PERSON INTERVIEWS: ON-SITE

- Usually the final step before a decision
- All about office “fit”
- Spend multiple hours in the office
- Typically multiple 30-minute interviews with actuarial students and a fellow/hiring manager
- Give consistent answers (interviewers will compare notes)
PREPARING FOR THE 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: IN-PERSON

- Extra copies of your resume and reference list
- Notepad and pen to take notes
- Dark business portfolio
- Business professional dress (same as Career Fair)
WHAT TO “BRING”: VIRTUAL

- 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
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?
Tell me about yourself.
PRACTICE!

Why do you want to be an actuary?
STAR TECHNIQUE

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.

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

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

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

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.
Whilst employed at CRS marketing last summer, I was given the task of managing several Twitter accounts. I suggested using a different social media tool to manage all the accounts from one dashboard. My idea was accepted and implemented and resulted in a time saving of 3 hours per week.
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?
Describe a time you had a conflict when working in a group.
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?
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.
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
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
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
QUESTIONS?