INTERVIEWING WORKSHOP

Bruin Actuarial Society
Table of Contents

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

- 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 technical assessment (Come to our Excel workshops!)
Types of Interviews

- Phone Interviews
- 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 Webcam Interviews

- 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: On-Campus Interviews

- On-campus interviews take place at the Career Center
- Check in at the front desk at least 5 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: 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
Partner up with someone sitting near you and respond to the following interview prompt:

Tell me about yourself.

Please let an officer know if you can’t find a partner!
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?
Partner up with someone sitting near you and respond to the following interview prompt:

Why do you want to be an actuary?
Partner up with someone sitting near you and respond to the following interview prompt:

Where do you see yourself in 5 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?
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: 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?
Partner up with someone sitting near you and respond to one of the following interview prompts:

- Describe a time when you took leadership or initiative.
- Describe a time you had a conflict when working in a group.
Partner up with someone sitting near you and respond to the following interview prompt:

What three words would your peers use to describe you and why?
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?
Partner up with someone sitting near you and respond to the following interview prompt:

How much revenue did Apple generate from selling iPhone X’s in the United States?
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
Thank you for attending!

- Questions?

- Whether you hated it or thought it was useful, let us know what your thoughts on our new workshop structure are! We always appreciate feedback, and it’ll help us improve for next year.

- We’ll stick around afterwards for individual feedback and/or questions.