
Interviewing Tips

- 1.) Go into the interview with some prior knowledge of the company. The Internet is a good source for information. Take notes if you feel it will help. **DO YOUR RESEARCH.** You won't be successful in an actuarial interview if you are nonchalant in the interview or the preparation for it.
- 2.) Dress correctly and be professional. Even if the company's dress code is business casual, wear a suit. This means:
 - MEN – white shirt, dark suit, somber tie, wing tip shoes
 - WOMEN– white shirt, dark suit, conservative dress shoes and conservative jewelry
- 3.) Be conscious of your behavior throughout the entire interviewing process. This includes times when you may not be directly in front of your interviewers.
- 4.) Be energetic, enthusiastic and responsive. This means:
 - Smile, maintain eye contact and be genuinely pleased to meet everyone
 - Ask good questions
 - Make each person feel comfortable and as if they would like to work with you on a daily basis, but do not let your guard down; treat each person as if he/she were the President
- 5.) Keep in mind that any prospective employer is looking for specific traits in a candidate, so exhibit them, rather than take for granted that they are evident on the resume or just because you are interviewing.
 - Energy, Ambition, and Work Ethic - Employers are looking for candidates who possess all of these traits
 - Dynamic - Employers are looking for candidates who are not only technically oriented or good at math, but who can articulate well and who have an interest in the business aspects of the actuarial profession
 - Intellectual Curiosity - If you do not have any experience in the actuarial profession, the interviewing company probably will not expect you to know how to perform the day to day responsibilities, however, you have to convey a willingness and desire to learn
 - Interest in the position, company and why what the company does (i.e. pension, life, etc.) is a fit for you
- 6.) Be certain to give examples that demonstrate your qualities (see following page for an example).
- 7.) Be sure to express equal interest in your exam progress and the day-to-day work of the business, i.e. don't appear too eager to concentrate only on the exams.
- 8.) NO negative opinions, even if solicited. This is inappropriate.
- 9.) Focus on getting to the next stage. Do not put forward your own agendas, i.e. salary, benefits, vacation or other perks. Let them know that you are looking for what is current in the market. It is appropriate to negotiate only after an offer has been extended.
- 10.) At the end of the interview, be sure to express an interest in the company and the position.
- 11.) If things start to get uncomfortable or go badly, remember that this is not the end of the world and keep smiling. Keep in mind that the actuarial community is very small and you may run into your interviewers again in the future.
- 12.) Always write a thank you letter to the person with whom you began your interview process. It is not necessary to write a different thank-you letter to each person you met, however, you should "cc:" them in your original letter and send a copy of that letter to each one.

Common Questions During Interviews

Typical Questions Asked At Interviews

- Overview of your resume.
- Why are you interested in the actuarial field?
- Why do you feel this is the appropriate profession for you?
- What do you know about our company?
- What are your strengths/weaknesses?
- Where do you see yourself in 5 years?
- What qualities do you feel you can bring to the company?
- Why are you looking to make a career move at this time? (If applicable)
- What are you looking for in your next/first position?

Scenario Type Questions

- Have you ever been involved in a project that didn't turn out the way you had hoped? Describe what happened and what you would have done differently.
- Give an example of a time when you demonstrated leadership in the workplace.
- Have you ever had a conflict with a co-worker/manager? Describe how you handled it.
- Knowing what you know now, would you do anything differently?

Questions To Ask At Interviews

- What is the reporting structure of the actuarial department?
- Would I be working in a team environment or independently?
- What is the typical career path of this position?
- What are the company's future goals in terms of growth?

Behavioral Interviewing Question

Typically a candidate will answer an interviewer's questions by giving traits or generalizations rather than specific examples that demonstrate specific traits.

Question: What are your greatest strengths?		
Trait	General	Example that Demonstrates Trait
<ul style="list-style-type: none"> • Dependable, honest, a leader (and other abstract words) 	<ul style="list-style-type: none"> • Always, generally, usually, (and other summarizations) 	<ul style="list-style-type: none"> • Names, dates, numbers, location, time
<p>"I am good with people."</p> <p>"I am reliable."</p>	<p>"I've been told that I always get along well with people. I'm generally always able to soothe an angry customer."</p> <p>"I always meet my deadlines."</p>	<p>"On the 18th of this month, a man with ABC Corporation called from Philadelphia and yelled at me because his shipment was late. Even though I was angry and frustrated, I was courteous. After calmly offering to check on his order at least 5 times, he finally cooled down. Then I found out that the order was shipped to a branch office in Princeton and that he would get it the next morning. When I called back, he apologized and then wrote a letter to my supervisor complimenting me."</p>

YOUR NAME

Current Address
street address
Reno, NV 48764
phone number

Permanent Address
street address
Eugene, OR 97405
phone number

EDUCATION: University of Nevada, Reno, Nevada
B.S. in Mathematics, May 2005
GPA: 3.5/4.0

RELEVANT COURSEWORK: Statistics Mathematical Modeling Theory of Interest
(include this only if your Actuarial Mathematics Probability Life Contingencies
degree is in Mathematics
and not Actuarial Science)

ACTUARIAL EXAMS: Successfully completed CAS exams 1 and 2
Successfully completed SOA exams P and FM

ACTUARIAL EXPERIENCE: 5/04–8/04 THE PRUDENTIAL INSURANCE COMPANY OF AMERICA, Newark, NJ
Actuarial Intern

- Utilized Visual Basic to develop a pricing model for five, ten, fifteen and twenty year term products
- Analyzed potential profitability of direct marketing for term products

OTHER EXPERIENCE: 8/03–Present UNIVERSITY OF NEVADA, Reno, NV
Teaching Assistant

- Teach Math 120, which is a basic survey of college mathematics including: finance, logarithms, exponential growth and decay, probability and statistics

8/01–5/03 SHUCKER’S RESTAURANT, Reno, NV
Wait Staff

- Responsible for timely delivery of food orders and dealing with general customer service issues
- Handled cash and charge transactions

COMPUTER SKILLS: Proficient in: Windows, Microsoft Excel, Word and Visual Basic
Basic knowledge of: SAS, Minitab and Lotus 1-2-3

HONORS AND ACTIVITIES:

- UNR Freshman Scholarship
- Golden Key National Honor Society
- Awarded a Teaching Assistantship (2003)
- Member of the Actuarial Science Club