



2010 Winter Issue



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Interviewing Tips from an Interviewer

By Corin Chapman

During the recruitment process, I have seen many individuals with top notch resumes fail to do well in an interview because of foolish reasons. You can avoid many of their downfalls by knowing the basics of interviewing.

First of all, make sure to know the three most important questions, which should be asked to everyone you interview with at a company or firm.

1. What is it you work on day to day?
2. What is it you enjoy or find interesting about the work you do?
3. What is it you enjoy or admire about the company you work for?

Also, feel free to ask them what they do not like about the work they do or the company they work for. You'll often get very honest answers, primarily because interviewers aren't expecting this curve ball. If you do not ask these questions, you are missing out on the foremost information regarding the job for which you are interviewing. Furthermore, interviewers often see candidates who fail to ask these three questions as lacking interest in the position.

When asked what additional advice they would give a candidate, the most common responses from interviewers are:

1. LISTEN! Make sure to focus the same amount of attention on what the interviewer says as your answers. Make the interview a genuine conversation and avoid just reciting your "canned" answers to interview questions.
2. ASK QUESTIONS! Never feel like you are wasting an interviewer's time asking too many questions. This portion of the interview is truly the most important. Also, related to #1, if an interviewer answers your question, respond with a follow up question or at least a response that acknowledges you were listening.
3. DO YOUR HOMEWORK! A little research can go a long way. It is always good to know the basics of the company that you are interviewing with: general size and location(s) of the company, their lines of business, etc. Make sure to check out the employer's website and be aware of any general news or happenings within the company. Doing your homework will also allow you

to ask more informed questions during your interview (see #2).

4. DO NOT LIE! I realize this may seem obvious, but it can't be stressed enough. Even if it's about something extremely small, if an interviewer finds out, it can cause them to question your entire interview
5. KNOW YOUR RESUME! Knowing your resume means being prepared to explain and expand on every line of your resume. Often candidates get so wrapped up in making their resumes sound impressive that they actually forget the meaning behind the words.
6. BE THOROUGH! If someone asks you to explain a project, start from the beginning and walk them through the process. Point out issues within the project and how you solved them. Point out interesting things you learned. The interviewer is more interested in learning how you think through and handle different situations compared to actually hearing about the project itself. Whatever you do, don't rush through an answer, which brings us to suggestion #7.
7. THINK BEFORE YOU SPEAK! If an interviewer asks you a difficult question, feel free to pause, compose your answer and then speak. This avoids you getting lost in your own words.
8. ALWAYS BE PROFESSIONAL! Showing your personality is important in an interview, but avoid any actions that may show lack of maturity. Often when a candidate becomes comfortable with an interviewer, they may be tempted to talk too openly about their personal life. Always avoid any reference to "partying" or "drinking." It can send a major red flag to an interviewer.
9. BE ENTHUSIASTIC! In the current job market, there are a lot of candidates competing for a limited number of jobs. Sell yourself by being enthusiastic in your responses. Make sure to highlight for the interviewer how excited you are about the opportunity and the many terrific attributes you will bring to the job and to the company.

Always remember, interviewing is a skill. The more you practice, the better you will become. Good Luck!

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