



# UDACITY CAREER COACHING

## Session 7: Interviewing

**Agenda:**  
*Purpose*  
*Role Analysis*  
*Q&A Prep*



# **The Purpose of Interviewing**

Why is this a part of the employment process?



# Interviewing — Are We A Match?

## Employer Perspective

### **Competence — Communication — Collaboration — Culture**

Expect investigations around your skill level (i.e., technical). Employers will be listening to how you articulate your story. Attention will be paid to instances in which you worked for, with, over, and under others. Team cohesion and compatibility will be evaluated.

**Note:** Certain professionals are hired to “rock the boat”.  
This *may or may not* be explicitly stated.

## Employee Perspective

**Diversity & Inclusion — Growth — Transparent Expectations — Integrity  
Work/Life Balance — Job Security — Personal Mission Alignment**



# **Role Responsibilities**

Breaking Down the  
Job Title & Potential Employer



# Job Duties — What Will You Be Doing?

## EXAMPLE

Marketing-Planning & Expense Mgmt-Analyst

Date Opened: Jun 13, 2023

Location: Remote, Remote, US

Company: Allstate Insurance Company

## KEY THINGS TO OUTLINE

### Ideal Candidate

Who are they looking for? What is the industry standard? Functional skills?

### Company

Mission or Objective? Core offering?  
Products & Services? Industry?

**Title:** Marketing Analyst {Planning & Expenses Management}

**Company:** Allstate Insurance Company

**Industry:** Insurance

**Mission:** “Providing protection to help people achieve their hopes and dreams...”

- 21+ products and services to provide protection at home, work, and play

**Ideal Candidate:** Someone who can...

*“...assist with monthly expense analysis and reporting of the department expense plan.”*

- Identify key drivers to help build a financial storyline
- Support vendor billing reconciliation process
- Maintain expense database and reporting dashboard



## EXAMPLE | JOB DESCRIPTION TEMPLATE



### Job Description

Job Title:	Expense Analyst
Department:	Finance
Reports To:	Manager, Payments & Expense Accounting
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	December 2018

### Primary Purpose

The Expense Analyst is accountable to the Manager, Payments & Expense Accounting for ensuring non-salary expense transactions are appropriately processed and procedures and controls are effectively applied. They are responsible for processing complex payables transactions and resolving related problems. Responsibility also includes reconciling and reporting on university accounts, actively participating on cross-functional projects, developing policies and procedures to improve efficiencies and providing training to both Finance Staff and clients in the campus community.

### Key Accountabilities

#### **Process vendor invoices and expense claims:**

- Manage expense claim or invoice transactions, primarily those that are complex in nature. The application of a wide knowledge base including taxation, international financial procedures and diverse business practices is required. Examples include, identification of taxable benefits, wire transfer requirements and construction costs, including holdbacks and lien searches.
- Manage supplier credits.
- Resolve issues related to invoice holds, accruals and encumbrances.
- Investigate, recommend and implement improvements to accounts payable processes

# Industry Standard Testing

#1.) Google “*What does \_\_\_\_\_ do?*” or “*\_\_\_\_\_ job description template*”

#2.) Skim through the various articles and posts that populate; *pay attention to common themes:*

- Balance Sheets & Income Statements
- Report building
- Heavy collaboration {mgmt and finance}
- Expense claims
- Invoice transactions
- Accounts receivable

#3.) *Jot down* the questions that arise in your head



# **Q & A Prep**

Covering The Basics:  
General & Job Specific Questions



# Questions, questions, questions...

## The Simple, and Easy “*Tell me about yourself*” Formula:

*Present:* Talk about your current role, the high points, the scope of it, and (perhaps) a recent accomplishment

*Past:* Walk them through how you arrived at your current career point, mentioning the most recent or relevant jobs/experiences.

*Future:* Segue into what you want to do next and why this gig caught your attention

theMuse

### How to Answer “Tell Me About Yourself” in an Interview (Plus Examples!)

by Stav Ziv

Updated 4/19/2023



Indeed for Employers

### Business Analyst Interview Questions



# STAR Method

## What Is the STAR Interview Method?

- **Situation:** give context to your answer
- **Task:** elaborate on the challenge and your role
- **Action:** explain how you handled the situation or overcame the challenge
- **Result:** what you achieved in the process



**Pro-Tip?** STAR + I; *I = Insights*

What did you learn? What do you do differently now?



# Questions for the Employer

## **JOB / TEAM**

What makes a successful “Marketing Analyst”?

Can you show me (or talk through) some examples of projects that I’d work on?

How does leadership handle human errors or mistakes?

What types of skills is the team missing that you’re hoping to fill with a new hire?

## **INTERVIEWER**

What kinds of changes would you make to improve this organization?

What would be your words of wisdom to a new hire?



# PROTIPS

**DO** answer the question.

Listen, take a moment to gather your thoughts, and then speak. Only “story tell” when asked.

**DO** prepare.

Interviewers interview as a *job* - they know.

**DO** ask questions.



**DO NOT** ask questions that could be answered through a Google search.

**DO NOT** forget to breathe.

**DO NOT** attempt to suppress the nerves, work with them.

- *Before Care*: Exercise, call a friend, sing, etc.
- *After Care*: Treat yourself.



# Thank You!

*Don't Forget to Share Your Thoughts On Today's Presentation!*

**Feedback Form**