**Tell Me About Yourself:**

* Whats in it for them!
* The Three S’s-
  + Success-“I have Been\_\_\_\_” or “My background is \_\_\_\_\_\_\_”
    - Sample-
  + Strength-“My strength is\_\_\_\_”
    - Sample-
  + Situation-“What I am looking for is\_\_\_\_” ask a question at the end
* Present, Past and Future
  + Present- what you do in your current role, success metrics, and recent achievement
  + Past- 2-3 attributes role is looking for, find a story to match skills, one key moment to be highlight
  + Future-reinforce why you are a good fit
* My background is in working with mortgages. I worked with Santander Bank for 3 and half years. It was my job to collect various documents like insurance, legal documents, financials and questionnaires to ensure that the condo was financially stable and legal so we can Approve our customer for their loan. My manager was told to start sending daily reports on what we were doing daily to the other heads in the department so everyone can be on the same page. To help out, I was tasked to create Excel reports using the data in our databases on how we were performing and our productivity day to day. I was able to automate a daily report of 100s of loans to be sent out to other departments. Last year, I received a Certificate in Data Analytics given by Google. In there, I learned many skills like SQL and Tableau while also developing more of my Excel skills. Starting in December, I am enrolled in a 6 month Data Analytics bootcamp from Rutgers to enhance my skills in Data Analytics even further. Spending the last three years as a Mortgage Processor and my newly developed skills in data analytics would make me a strong asset to your financial team.

**Biggest Weaknesses**

* I would say that my biggest weakness is confidence when public speaking. As a processor we are asked to make multiple phone calls a day to lawyers, insurance reps, city representatives to make sure we receive all documents needed to Approve our loans. When I first started I was so hesitant to make calls as I was nervous and did not want to seem unprepared if asked questions I did not know. I continued to enhance my knowledge in the subject of loans and our needs and realized that everything came easier. Eventually, I ended up being known as the person who would make calls to people whenever I needed something as it was more efficient way to get everything we needed in the most efficient way rather than emailing back and forth. I still would not call myself the most confident person when talking to others but my previous role has taught me there is no need to be fearful if you prepare and continue to learn.

**Why are you a good fit for this role?**

* What can I bring to the role, what do I want out of it, what makes me unique?
  + I believe I am a good fit for this role as I am a adaptable and flexible worker. I also understand ``what it means to work under deadlines as it was necessary for me to make sure I was able to approve loans before the closing date. I am also an avid learner who is always trying to better themselves. Whether this is learning new skills, improving on ones I already have or reading up on new topics. The idea of getting 1% better every day is something I try to do every day. Being able to work with data everyday and not only continuing to better myself but also be able to help the company would give me great satisfaction. I am a proactive person who will self teach and take classes like the bootcamps to get better and help the company on my own time.

**Why do you want to work here?**

* Do you have a growth mindset?, how much research have you done?, how enthusiastic are you for the role?
  + I want to work here as I see that this is a company that makes an impact in the world. It’s a company that’s is involved in many different industries so you can grow as much as you want.. Everyone is able to collaborate and get to know each other so we can all come to together for a specific cause. Coming from a bigger company, I saw how difficult it is to communicate to everyone how you are specifically doing. At a smaller company it is easier to understand where everyone is at on their work.

**Where do you see yourself in 5 years?**

* Specific to broad- breakdown the 5 years into intervals-first 2 years be specific and the next 3 make it broader
* Focus on what you will be doing, skills you want to develop in the 5 years, signal that you can stay long term
  + In my first year or two here I plan on getting a better understanding of the data that we will be using here and why we collect it. I also hope to be able to develop my analyzing skills not only by doing the work here at Advanced Funds Network but also outside of work where I am taking classes to get better. I look forward to working with others and gaining as much knowledge about the industry as possible. While continuing to develop, I hope that I will be able to use the skills now I have learned from the courses I have already taken and work experience with Excel to make my managers life easier. If not tasked with anything specific, I look forward to helping others on projects so I can get a better understanding of everyone elses role in the company. This will make it easier to learn more about the industry while also getting to meet new people. For the 2-3 yeas after that, I look forward to really becoming the best Data Analyst I can in the Law industry. I want to be able to have worked on many real life projects to get the best experience I can. With that experience I hope with that experience I hope to be able to become a mentor for new junior data analysts. I also hope to be trusted in making higher decisions with the analysis I have done. So to sum up, in 5 years I hope to gather as much knowledge as possible in my first 1-2 years here and then hopefully moving to a position where I can act like a mentor while also making more crucial decisions for the company.

**What is your greatest strength?**

* Don’t mention a hard or technical skill, say transferable skills, strengths with direct application
  + One of my greatest strengths is that I am a versatile worker. Regardless of the task I am assigned I believe that I will be able to do it to the best of my ability. I don’t think that means I believe I am the smartest person but when given a task and if I am unsure of how to do it I will do the proper research to ensure that I will learn how to do it. For example when tasked to create daily reports to send to the heads of our other departments I was unsure the best practice to create these reports. After doing a bit of research I was able to find a way to write scripts and functions to utilize Excel in the best, most efficient way to create a report easy to use. Not only was I able to use this report but even if I was out of office I was able to easily teach my other co-workers how to produce it.
  + Another one of my greatest strengths is that I am a disciplined worker. A lot of people will say that they are motivated, but I believe dependence on motivation is a bad thing. Unfortunately, a lot of us will not be motivated most days. In the beginning, yes it is easy to be motivated but after a while it dies down. For example, my senior year in college I decided I wanted to lose weight. In the beginning, it was easy to stay on track because it was new. After about a month it was not as easy but I stayed discipline in this idea and pushed on even when there were days that were difficult. After a year and half of hard work I was able to lose 100 pounds. This taught me that if I put my head to anything I would be able to do it. It gave me more confidence in myself than I ever had before.

**Explain the gap in employment?**

* This year, Santander shut down their mortgage department. Unfortunately, due to this I was let go from my position in May. Due to the compensation and my savings I was able to take some time off and was able on focusing on improving my skills as a Data Analyst. I was able to take free and paid courses on LinkedIn and Coursera to keep improving even if I was not working. I believe these skills I have continued to learn will help me jump into this new role seamlessly.

**Explain a difficult situation?**

* When working with Santander Bank one of my colleagues had to take an extended leave. It was towards the end of the month and we had a lot of closing dates coming up. My other co workers and I had to split up the loans and make sure that they would still close in time. Even though we still had our own share of loans to work on we were now all tasked with additional work. After splitting up the work we realized that some of the loans were more complete than others and some of us had to do more work than others, After talking it through, we got together for an hour and looked through the various loans. We were able to mark which loans had the most work to do to the least work to do to get Approved in time. After listing it out we were able to split up the work evenly to make sure that not one person had more extensive work to do. This taught me that by even if at first things may be troubling that if you collaborate with your co workers it makes the job so much easier. Even though we still had to get everything done no one felt more stressed than anyone else.

**Tell me a time you failed?**

* Define failure in your own words, focus on one thing that went wrong, end with a learning not a result
  + A failure to me is when I am not able to deliver on a promise I made because I want people to think of me as a reliable person who does good work. In this instance, I had just started working full time at Santander after being a temp there for 4 months. Since I had just started I wanted to show everyone that I was able to work and that if tasked I can fulfill my duties. Unfortunately, I gave myself too many responsibilities in a short time. When my co worker came over on Wednesday and asked if I was able to retrieve an insurance document for her for one of the condos she was working on and was closing on Friday I realized that I had completely forgotten about it. I had to rush and call the insurance agent and ask if they could send me over the insurance right away as we needed to get our Condo Approved. I was lucky to have such a nice person who was able to get me over the document the next day. I apologized to my co worker who I felt I had let down and made sure to tell them I will be better next time. Because of this, I made sure to always keep a lists of tasks that I had to complete so that I could not forget it. This was especially helpful when I started working on my own loans and needed to collect all the necessary documents myself.