

Mastering the Interview skills for finance fields

**Practice Professional Tone To
Get Best Job Opportunities**



The Core Purpose of Professional Interviews

Interviews assess more than just your academic achievements. They well communicate your professional skills where every word counts

Clarity

Can you articulate complex ideas simply and logically?



Structure

Are your answers organized, making them easy to follow?



Tone

Are you confident, polite, and professionally appropriate?

What Interviewers Really Look For (Beyond the Degree)

Confidence, Logic, Motivation,
Adaptability, Problem-Solving, Critical
Thinking, Cultural Fit

Structure Your Responses: The STAR Technique

Situation (S)

Set the scene: Who, what, where, when.

Task (T)

Define your goal or responsibility within that situation.

Action (A)

Describe the specific steps *you* took to address the task.

Result (R)

Quantify the outcome. What did you achieve or learn?

Activity: Which Part Is Missing?

Response A: "During my summer internship, I was responsible for reconciling the monthly expense reports. I spent three hours cross-referencing ledger entries and identifying discrepancies."

Response B: "The final report was delivered on time, leading to a 5% reduction in unexplained costs over the next quarter."

Response C: "I was given the objective to streamline the client onboarding process. I managed to reduce the average time from 5 days to 2 days."

Common Interview Questions & Underlying Purpose

1

"Tell me about yourself."

Purpose: **Personal**. Tests communication skills, self-awareness, and focus (Are you career-driven?)

2

"What is the difference between NPV and IRR?"

Purpose: **Technical**. Assesses foundational knowledge and analytical depth.

3

"Describe a time you dealt with an ethical dilemma."

Purpose: **Behavioral**. Uses past actions to predict future performance under pressure.

4

"How would you handle a demanding client who changed project scope?"

Purpose: **Situational**. Evaluates conflict resolution and adaptability.

5

"Where do you see yourself in five years?"

Purpose: **Motivation**. Checks alignment with the company's trajectory and your ambition.

6

"Walk me through your resume."

Purpose: **Personal/Structure**. Checks ability to summarize, highlight relevance, and manage flow.

Field-Specific Questions

To test attention to detail, precision, and adherence to process.

Activity 1: Choosing the Best Answer

Select the response that demonstrates tone, clarity, and structure (STAR).
Justify your choice.

Question A: How do you ensure accuracy when handling complex financial data?

Option 1:

I just double-check everything I do before sending it out. I'm usually really careful and rarely make mistakes, so it's not a big deal.

Option 2:

Accuracy is paramount. I utilize a three-step verification protocol: initial data entry, secondary calculation against a control sheet, and a peer review sign-off, ensuring minimal error rate on critical projects.

Option 3:

If the data is important, I just try my hardest to make sure it's right. I've learned that mistakes are costly, so I take my time.

Field-Specific Questions

To assess your leadership potential, organizational skills, and results orientation.

Activity 2: Reordering the Professional Response

Organize the components of the following answers into a logical flow:

Introduction → Example/Action (STAR) → Outcome.

Question A: Describe a project where teamwork improved results.

- The campaign success was primarily attributed to dividing tasks based on team member strengths.
- To sum up, the collaborative structure led to a 20% higher engagement rate than anticipated.
- During my project management course, the team was tasked with developing a marketing campaign for a new product launch.

Language Focus: Cultivating a Professional Tone

Replace casual language with precise, powerful verbs and phrasing.

I did / I handled

I was responsible for / I oversaw / I executed

A lot / Many things

Several tasks / Multiple projects / A comprehensive analysis

I messed up / I failed

I encountered a challenge / I learned from a mistake

The boss told me to

The objective was set by leadership / I received a directive



Useful Phrases to Start and Close Answers

Opening the Response

- That's an interesting question regarding...
- In my previous experience at [Company], I...
- A great example of this occurred when...
- To address the core of your question...

Closing the Response (Quantifying)

- Ultimately, this approach yielded a [X]% increase...
- To sum up the result...
- The key takeaway from that situation was...
- This experience reinforced my understanding of risk management...



Mini Production: Applying STAR and Professional Tone

IN PAIRS, ANSWER THE INTERVIEW QUESTIONS

Use a **STAR** structure and incorporate at least **one** professional phrase from the previous slide.

Debrief & Reflection

Identifying your strengths and areas for continued practice.

Technical Knowledge



Easiest
Part

Clear STAR examples



Handling Stress

Hardest
Part



Closing Questions

Technical Knowledge

Behavioral Questions (STAR)