

# Wentworth

## Co-ops & Careers

### Commonly Asked Interview Questions for Alumni

#### Miscellaneous

Tell me about yourself. (#1 most frequently asked, similar to an elevator pitch.)  
How do you fit the qualifications for this position?  
Why are you interested in this position?  
How have you prepared yourself for this position?  
Why should we hire you?  
What do you know about this company/department?  
What are your professional goals? What do you see yourself doing five years from now?  
How long do you think you'd be happy in this position before you started thinking about promotion?  
What's the most difficult challenge you have faced in life?  
How long can we expect you to stay with us?

#### Work Experience & Skills

Describe a typical day in your current/previous position.  
What part of your previous position did you enjoy most/least?  
Which area of your performance has been criticized?  
What are your strengths and weaknesses?  
How have you helped reduce costs in an organization or a project?  
What was your greatest achievement in your current or previous position?  
Tell us how your experience ties in with our job requirements.  
Have you ever done any \_\_\_\_\_? (a specific function that is mentioned in the job responsibilities, e.g. AutoCAD, budget forecasting, programming, purchasing, etc.)  
How does your current (or past) manager rate your performance?  
Why are you interested in changing jobs?  
Why did you join your present firm?  
Does your employer know you are looking for another job?

#### Character Traits/Personality

What are the reasons for your success?  
How would your friends describe you?  
What do you do when you have trouble solving a problem?  
How do you spend your spare time?  
Are you active in the community?  
What was the last book you read?  
What motivates you?  
What frustrates you the most? How do you handle it?

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### Behavioral Style Questions

Tell me about a time you worked on a team and things didn't go so well. What did you do?

Tell me about a time you managed a project. What was the process and the outcome?

Tell me more about how you led and managed a team.

Tell me about a time that you failed or didn't meet a goal. What did you do?

Tell me about a time you had to persuade others to consider your idea on how to solve a problem. What did you do?

### Management Style

Describe your management style.

How effective are you as a motivator?

What decisions do you delegate?

Have you fired people before? Describe the circumstances.

What do you look for when you hire people?

What types of controls do you use?

How do you foster teamwork?

How do you handle confrontation?

What are some things you and your manager disagreed about?

What are some of the things your supervisor did that you liked? How about those you disliked?

### Education

Why did you choose your major/Wentworth Institute of Technology?

What subject did you enjoy most? Least?

What other activities were you involved in?

What specialized training have you had?

How have your education and training prepared you for this job?

### Salary

What are your salary expectations? How did you arrive at that figure?

What do you consider satisfactory earnings professionally at this point?

Would you be willing to start at a lower level and work your way up?

### Unusual Questions

If you had all the money in the world, what would you do?

What piece of advice or question would you ask the CEO of our company?

If you were a kitchen utensil, which would you be and why?

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### Reminders

Remember, always provide examples of your work, skills and abilities.

Speak slowly and clearly. Enunciate.

It is okay to ask the interviewer to repeat a question.

If you didn't understand the question, you can ask the interviewer for clarification or to rephrase the question.

If you need time to think about your answer, you can say, "What an interesting question! Let me think about that for a moment." and then take some time to compose your answer.

If you draw a blank and can't answer the question, it is okay to revisit it later in the interview by saying something like, "I'd like to revisit that earlier question re: X. I've thought about it and . . ." or answer it in the thank you note.

If they ask you something you just don't know, it is okay to say, "I don't know, but I will look into that and get back to you." Then, provide the answer in your thank you note.

The first time they ask you about salary, don't let them make it about the money. Say something like: "For me, it is not about compensation, I am more interested in the development opportunity." If they ask you again, then never give a number, always give a range. Do your research, see the *Negotiation Guide*.

Take notes during your interview. They will be useful when writing your thank you notes.

Ask prepared questions (3-4) during your interview to express your interest and have at least one question that demonstrates that you've done research on the company.

Always ask about their timeline for making a decision so you will know what to expect and know when to follow up if you haven't heard anything.

**Always** close the interview by saying **thank you, restate your interest** in the position and why (**top 3 qualifications** that make you a strong candidate), **ask for a business card or contact information** so you can send a thank you note.