

# What's Your Greatest Weakness?

## Cheat Sheet



### DO'S:

1. **Admit Your Weakness Honestly**
  - Don't try and outsmart the Hiring Manager...be honest! (See the #3 "Don't" below to make sure that you don't make the wrong choice though)
2. **BUT Demonstrate How You Conquered**
  - It's ok to admit a weakness if you demonstrate the steps you've gone through to correct it
  - Use a Success Story from your past to show how you conquered your weakness
3. **Be Ready For A Follow Up Question**
  - This question can often be followed up with a question like "How can I be sure your weakness won't be a detriment to my company?"
  - You need to be prepared for any follow up question to be thrown at you

### DON'TS:

1. **Think You're Perfect**
  - "I don't really have any weaknesses," is not an acceptable response. This will get you crossed off the list immediately.
2. **Use a Strength As Weakness**
  - "I work too hard," "I'm a perfectionist," and other similar "weaknesses" are also not acceptable.
3. **Choose a Core Competency**
  - As we said in the "Don'ts" section, you need to be honest. But be careful not to choose a weakness that is important to the job you are applying for (ex. A "core competency". Don't say you are bad at typing if you're applying to be an administrator)
4. **Place the Blame**
  - Blaming your old boss or another coworker for your weakness is a surefire way to get a "pass" from the hiring manager. Own it!

## Scenario 1

### If Your Weakness Is: Shyness

A

*"I think my biggest weakness is that I am a shy person, which can sometimes prevent me from speaking up in important meetings (or in front of large groups of people) or having one-on-one discussions with authority figures. I became aware that this weakness was affecting my ability to do my job at the highest level, so I began taking Toastmasters workshops and also had a few sessions with a psychologist. Both of these resources have helped me come out of my shell and have made my shyness less of a hindrance in the workplace."*

## Scenario 2

### If Your Weakness Is: Working In Groups

A

*"Coming from the computer science industry, I've grown accustomed to working long hours on my own with little need for working in a group dynamic. Because of this, I have found it challenging to work effectively in a group setting. Since so many companies rely on group work for problem solving and completing tasks, I recognized the need for myself to improve in this area. So I started by making an effort to spend more time socially with the colleagues I was asked to work with, something I had never done in the past. During this time, I communicated with them that group work was something I struggled with in the past, and asked that they offer advice and tips where necessary. Finally, I focused on keeping an open mind throughout the process and focusing my energy on how best I could utilize my skills for the betterment of the group. This strategy allowed me to become a much better communicator and more importantly, has given me the experience necessary to better understand how to succeed in a group dynamic."*

## What You Should Do Next:

### Congratulations!

Now you're prepared for the dreaded "Greatest Weakness" interview question.

Having said that there are over 100 possible OTHER interview questions you could possibly face!

That's why you really need to get our 3-step method to answering ANY other interview question perfectly....



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