



## LESSON 10.10 - 10.11 Handouts

**Most Common Interview Questions -  
What's your Greatest Strength?**

# Interview Essentials

— with Shadé Zahrai & Faysal Sekkouah

*Watch the corresponding training video and then open an online document or use a physical notebook to complete any exercises below. Or you can input your responses directly into the PDF.*



# Course Outline.

## 1. Introduction & Objectives

## 2. Preparation for an Interview

- 2.1. Researching for an Interview

## 3. Interview Confidence

- 3.1. Calming Nerves on the day

## 4. Mindset Shift: Don't 'Show Off', Demonstrate your Value

## 5. The Expert Approach

## 6. Types of Interview Questions

## 7. The Secret to Answering Any Interview Question

## 8. The STAR Interview Response Technique

- 8.1. STAR Framework Example 1: "Tell me about how you worked effectively under pressure."
- 8.2. STAR Framework Example 2: "Tell me about a time you showed initiative on the job."

## 9. When you don't have all the job requirements

- 9.1. How I personally addressed this in an interview.

## 10. Most Common Interview Questions

- 10.1. Tell me about yourself - Dos and Don'ts.
- 10.2. Tell me about yourself. Example 1
- 10.3. Tell me about yourself. Example 2
- 10.4. Tell me about yourself. Example 3
- 10.5. Tell me about yourself. Example for a fresh graduate.
- 10.6. What is your greatest Weakness? Dos and Don'ts

- 10.7. What is your greatest Weakness? Example 1

- 10.8. What is your greatest Weakness? Example 1

- 10.9. What is your greatest Weakness? Example 3

- 10.10. What is your greatest Strength? Dos and Don'ts.

- 10.11. What is your greatest Strength? Example 1

- 10.12. Why should we hire you?

- 10.13. Why should we hire you? Example 1

- 10.14. Why should we hire you? Example 2

- 10.15. Why should we hire you? Example for a fresh graduate.

## 11. How to address gaps in your employment timeline?

- 11.1. How to address gaps in your employment timeline. Examples.

## 12. Questions to ask at the end of an interview

## 13. Negotiating a Starting Salary

- 13.1. How to dodge the "what's your current salary?" question.
- 13.2. Making the first offer
- 13.3. What to do if they come in with the first offer and low-ball
- 13.4. Give a salary range, but never a number
- 13.5. Go in with leverage
- 13.6. Don't accept right away - the 24 hour rule
- 13.7. Make silence your best friend
- 13.8. What to do if the final offer is too low

## 14. Following up after an interview

## 15. Closing & Good Luck

MOST COMMON



*What's your  
Greatest  
Weakness?*

INTERVIEW QUESTIONS - THREE

## LESSON 10.10 - 10.11: What's your Greatest Strength?

### *There are two parts to a great response:*

**1. SPECIFY YOUR STRENGTH:** Here, you highlight what the strength or strengths are, and make sure it's something that links to the job you're applying for.

**2. BACK IT UP WITH A STORY:** Here's where you use the 4-Part Framework for Business Stories to share a story that acts as the 'evidence' for the strength/s you've identified.

### *Things to avoid:*

- ✗ Avoid being boastful or exaggerating your strengths, e.g. "I'm the most gifted applicant you'll ever come across..."
- ✗ Avoid being overly humble and downplaying your strengths and achievements, e.g. "I don't really think I have any strengths... there's always room for improvement..." You need to speak with confidence and conviction.

### *Examples*

- "One area I know I could work on is delegating tasks. I'm so concerned about things being done to a high standard and delivered on time that I struggle to let go, so take all the work on myself. But this isn't sustainable and being this way isn't helping the team to develop. I recently learned about how important delegation is when I was asked to manage three student interns for a month. I had to learn quickly about how to delegate and provide the right level of support so the tasks would be completed correctly and to time. My manager actually recognized the difference in my management approach when I had my last performance appraisal. I also took initiative to register for a management leadership course to improve in this area."

Here's a *template* you can print and use to practice:

PART	YOUR RESPONSE
I. SPECIFY THE STRENGTH	
II. STORY TO BACK IT UP Use the STAR Framework	

**Notes:**