



## LESSON 10.6 - 10.9 Handouts

### Most Common Interview Questions - What's your Greatest Weakness?

# Interview Essentials

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*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  
Strength?*



INTERVIEW QUESTIONS - TWO

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

**1. YOUR WEAKNESS:** Briefly describe a real weakness that wouldn't hugely impact your performance on the job you're applying for.

**2. HOW ARE YOU WORKING ON IT:** How you answer this part is crucial. Here you share the proactive efforts you're taking to improve on this weakness. It highlights your self-awareness and desire to be your best.

**3. RESULTS YOU'VE HAD:** Highlight any positive outcomes as a result of how you're working on improving this weakness. By ending with a positive, it shows your desire for ongoing self-growth.

### *Things to avoid:*

- ✗ Avoid selecting a weakness just because it 'sounds' good, for example, *"I'm a perfectionist..."* *"I care too much about my work..."* or *"Sometimes I work too hard..."* The interviewer will have heard SO many standard responses like these and they can come across as disingenuous or 'fake'.
- ✗ Avoid saying, *"I don't have any weaknesses."* It shows a complete lack of self-awareness.

- ✗ Avoid being 'too honest' and sharing a real weakness that will impact your ability to perform in your current role. For example, if you're applying for a role as a data analyst, don't share, *"my greatest weakness is that I'm not good at data analysis..."*

## 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.”
- “I’m very assertive by nature, and my straightforward approach has helped me advance quickly. But I’ve recognized that this approach can come across as ‘too abrasive’ when making suggestions in meetings or when delivering feedback to my coworkers or team members. I’m learning that diplomacy and tact are really important qualities, especially for indirect influence. I recently completed an online communication program that focused on managing conflict and ‘softening’ my style, which was really eye-opening and insightful. I’ve been applying the strategies I’ve learned, along with empathy, and, while it’s not yet 100% natural, I’m seeing a huge difference to how my message is received, and have even been able to develop even stronger relationships with coworkers and my team.”
- “I get very nervous when it comes to public speaking. I haven’t needed to do much public speaking given my roles for the last 5 years have been in web design, but I know it’s a really important skill to develop, especially when I advance in my career. To improve I asked my manager if she could call on me, impromptu, in every meeting, so I would be put on the spot to share something, whether about the project timeline, goals or any insights I had. Having that weekly practice has really helped me gain confidence in myself, and I’ve been able to provide some really valuable contributions to the team and be more vocal in our client meetings.”



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

<i>PART</i>	<i>YOUR RESPONSE</i>
I. YOUR WEAKNESS	
II. HOW YOU'RE WORKING ON IT	
III. RESULTS YOU'VE HAD	

**Notes:**