



**WHAT IS YOUR
GREATEST
ACHIEVEMENT?**

THIS IS WHAT I WILL COVER

- ✓ **Why the interviewer is asking YOU this question.**
- ✓ **2 ESSENTIAL TIPS** for answering it with confidence.
- ✓ **3 BRILLIANT ANSWERS!**

Why Is The Interviewer Asking You This Question?

If you have a **track record** of achieving things, it means you are more likely to replicate the same **SUCCESS** in your new **job** role!

“What Is Your Greatest Achievement?”



2 IMPORTANT TIPS for answering the interview question...

**“What Is Your Greatest
Achievement?”**

TIP #1. Where possible, give an achievement that is related to your work.



#2. Use the STAR technique...

S

Explain the **SITUATION** you were in.

T

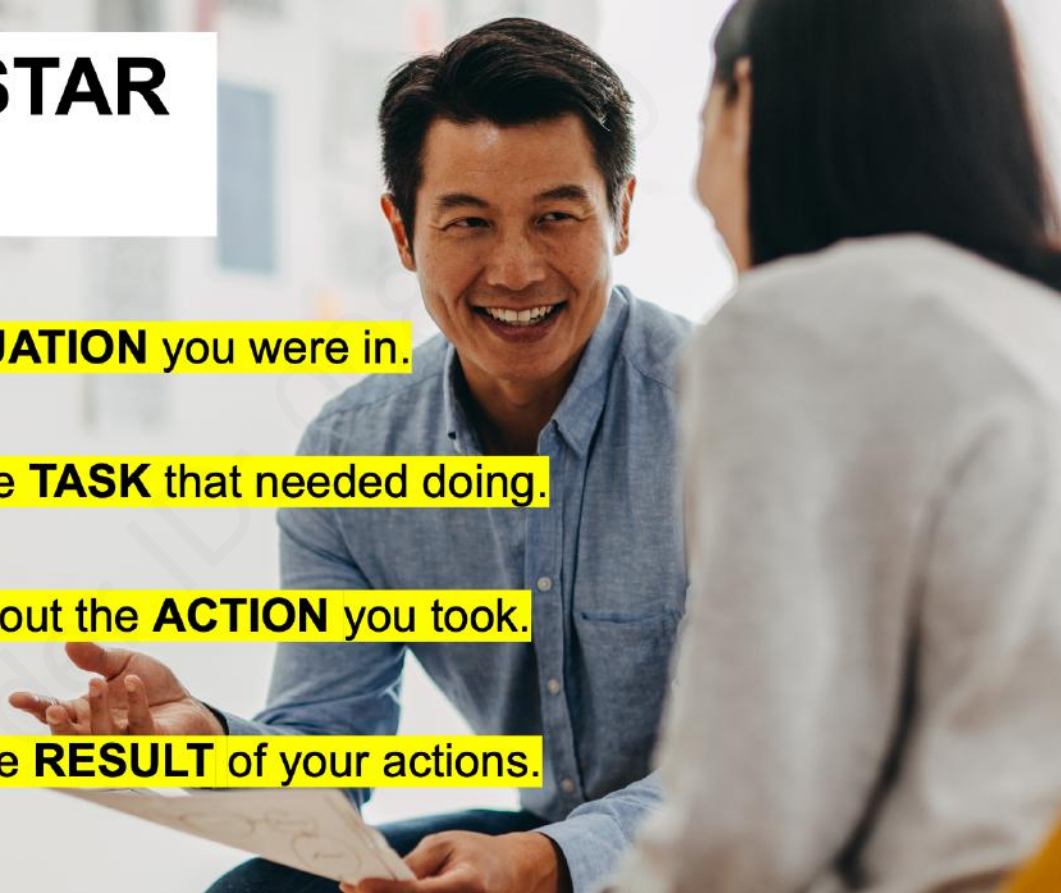
Briefly outline the **TASK** that needed doing.

A

Go into detail about the **ACTION** you took.

R

Finish off with the **RESULT** of your actions.



EXAMPLE ANSWER #1

Q. What Is Your Greatest Achievement?

WHAT IS YOUR GREATEST ACHIEVEMENT (#1)

SITUATION: My greatest achievement is when I helped my team achieve record sales for the year.

TASK: As a team, it was our responsibility to improve sales each year by providing great customer service and coming up with innovative ways to promote our company products to a wider audience.

ACTION: At the start of the year, we got together as a team to brainstorm ideas. I suggested we should give all new customers a 20% discount code they could either pass on to their friends or use against future purchase.

RESULT: In total, all the team's promotion ideas, and the improvement in customer service, meant we were able to achieve a 17% increase in sales compared to the previous year!

EXAMPLE ANSWER #2

Q. What Is Your Greatest Achievement?

WHAT IS YOUR GREATEST ACHIEVEMENT (#2)

SITUATION: In my previous job, my manager asked for a volunteer to give everybody in the team a 20-minute presentation about a new company product we were about to launch. I'd never given a presentation before, but I saw this as an opportunity to overcome one of my greatest fears, and so I volunteered.

TASK: It was my job to research the product carefully and create a presentation that was clear, concise and fit for purpose .

ACTION: I spent a week learning about the product before creating the presentation that covered the product details, its benefits and how we, as a team, could sell it to our customers once it was launched.

RESULT: After practicing the presentation no fewer than 5 times in front of my partner, I went ahead and delivered it near perfect. This was my greatest achievement because I overcame a lifelong fear of public speaking!

EXAMPLE ANSWER #3

Q. What Is Your Greatest Achievement?

WHAT IS YOUR GREATEST ACHIEVEMENT (#3)

SITUATION: A friend of mine wanted to raise some money for a local charity because their funding had been cut.

TASK: I agreed it was a great idea, and so we both decided to arrange a charity 5km fun run that people in the local community could get involved in.

ACTION: We gave each other specific tasks to complete and I was responsible for arranging sponsorship and also speaking to the local press to try and get some free publicity. My friend was responsible for getting as many local people as possible to sign up to the fun run at a cost of \$5 per person. The proceeds of which would go to charity.

RESULT: After weeks of hard work arranging the event, we managed to get 120 people to take part and we raised a total of \$600 for the charity.