

**TOPIC:** Weakness

**QUESTION:** What are your weaknesses?

*What is your biggest weakness?*

*What is your greatest weakness?*

*What is your weakness?*

*What are some of your weaknesses?*

*First of all, one of the bad answers to this question is "I have no weakness". By asking this question, the interviewer may be hoping to identify a major defect that could cause them to detain the candidate from hiring. We all have our weaknesses; the important thing is to know that the candidate should talk about such a weakness that it should be perceived positively. For example, I'm a perfectionist. This can cause me to limit my time to myself or my family. Or; I occasionally make constructive criticism for the success of the company, which can sometimes upset my friends.*

*Words related to social skills that you can talk about when describing your weaknesses:  
Some soft skills you might mention when answering questions about your weaknesses include:*

- » Creativity (many jobs don't require creativity)
- » Delegating tasks (if you're not in a management role, you won't need to delegate)
- » Humor (it's fine if you're not funny)
- » Spontaneity (you work better when prepared)
- » Organization
- » Patience.
- » Taking too many risks
- » Being too honest
- » Creativity
- » Task delegation
- » Impatience
- » Taking on risks
- » Creative writing
- » Financial Literacy
- » Foreign languages (or a particular foreign language)
- » A particular software
- » Being too honest
- » Multitasking
- » Public speaking/Presenting
- » Shyness
- » Time management
- » Sharing responsibility
- » Self-criticism
- » Teamwork
- » Sensitivity (%)
- » Taking on too much responsibility
- » Taking on too many projects at once

1. Choose a weakness that will not prevent you from succeeding in the role.
2. Be honest and choose a real weakness
3. How did you work to improve or combat this weakness? / Provide an example of how you've worked to improve upon your weakness or learn a new skill to combat the issue.
4. Think about your weaknesses in your personal life.
5. Where would you like to be and what support would you need to get there? / Think of where you'd like to be and what support you need to get there.
6. Don't overdo it and underestimate yourself.

### **1. I am impatient / Lack of Patience**

*Example-1: "I don't have much patience when working with a team — I am incredibly self-sufficient, so it's difficult when I need to rely on others to complete my work. That's why I've pursued roles that require someone to work independently. However, I've also worked to improve this weakness by enrolling in team-building workshops. While I typically work independently, it's important I learn how to trust my coworkers and ask for outside help when necessary. "*

### **2. Lack of Organization**

*Example-2: "I struggle with organization. While it hasn't ever impacted my performance, I've noticed my messy desk and cluttered inbox nonetheless interfere with my efficiency. Over time, I've learned to set aside time to organize my physical and digital space, and I've seen it improve my efficiency levels throughout the week. "*

### **3. I cannot delegate authority; I try to do everything myself. / Trouble with Delegation**

*Example-3: "I sometimes find it difficult to delegate responsibility when I feel I can finish the task well myself. However, when I became manager in my last role, it became critical I learn to delegate tasks. To maintain a sense of control when delegating tasks, I implemented a project management system to oversee the progress of a project. This system enabled me to improve my ability to delegate efficiently. "*

### **4. Timidity**

*Example-4: "Oftentimes, I can be timid when providing constructive feedback to coworkers or managers, out of fear of hurting someone's feelings. However, in my last role, my coworker asked me to edit some of his pieces and provide feedback for areas of improvement. Through my experience with him, I realized feedback can be both helpful and kind when delivered the right way. Since then, I've become better at offering feedback, and I've realized that I can use empathy to provide thoughtful, productive feedback. "*

### **5. Lack of Tactfulness**

*Example-5: "My blunt, straightforward nature has allowed me to succeed over the years as a team manager, because I'm able to get things done efficiently, and people often appreciate my honesty. However, I've recognized my bluntness doesn't always serve my employees well when I'm delivering feedback. To combat this, I've worked to develop empathy and deeper relationships with those I manage. Additionally, I took an online leadership management course, and worked with the professor to develop my ability to deliver feedback. "*

### **6. Fear of Public Speaking**

*Example-6: "Public speaking makes me nervous. While I don't need to do much public speaking in my role as a web designer, I still feel that it's an important skill — especially when I want to offer my opinion during a meeting. To combat this, I spoke with my manager and she recommended I speak at each team meeting for a few minutes about our project timeline, deadlines, and goals when developing a website for a client. This practice has enabled me to relax and see public speaking as an opportunity to help my team members do their jobs effectively. "*

### **7. Weak Data Analysis Skills**

*Example-7: "I'm not great at analyzing data or numbers. However, I recognize this flaw can prevent me from understanding how my content is performing online. In my last role, I set up monthly meetings with the SEO manager to discuss analytics and how our posts were performed. Additionally, I received my Google Analytics certificate, and I make it a point to analyze data related to our blog regularly. I've become much more comfortable analyzing data through these efforts. "*

### **8. Indecisiveness**

*Example-8: "Sometimes I struggle with ambiguity and make decisions when directions aren't clear. I come from a work environment that always gives clear and direct instructions. I had such a strong team and leadership that I haven't had much practice making decisions in the heat of the moment. I'm working on this by leaning more into my experience and practicing listening to my gut. "*

### **9. Hard Self-Criticism**

*Example-9: "My inner critic can be debilitating at times. I take pride in producing good work, but I feel like I struggle feeling satisfied with it, which has led to burnout in the past. However, I've started to push back against this inner voice by taking care of myself before and after*

work. I'm also learning to recognize when my inner critic is right and when I need to dismiss it."

#### **10. Detail / Micromanaging**

*Example-10: "I used to work in industries where I had to cultivate a solid work ethic in my employees. This style of training has been so ingrained in me that I've forgotten to discern who may need that coaching and who does not. I've been reading books on effective delegation and team building to work on this shortcoming. One technique that works for me is assuring myself that if I establish clear expectations, then my team will follow. I've also learned to trust my team members. "*

#### **VIDEOS**

- » [Weakness](#)
- » [Weakness 2](#)
- » [Weakness 3](#)

#### **ARTICLES**

- » Indeed <https://www.indeed.com/career-advice/interviewing/interview-question-what-are-your-greatest-weaknesses>
- » LinkedIn: <https://www.linkedin.com/pulse/what-your-greatest-weakness-heres-how-smartly-answer--1c/>
- » Medium: <https://medium.com/the-post-grad-survival-guide/how-to-answer-what-is-your-greatest-weakness-2cf86505e6d2>

#### **ASSIGNMENT**

- » Prepare a 1 min answer for 'What is your biggest weakness?' question.

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