

ASK THE EXPERTS

JUNE 2023

INTERVIEWING

I am preparing for an interview. I always get tongue-tied when asked to describe a weakness. How do I answer this? I know that saying I don't have any is not the correct response.

When answering interview questions about your weakness, it's essential to balance honesty while demonstrating growth and self-awareness. Here's an effective approach to crafting your response:

Reflect on your weaknesses: Take some time to identify a genuine weakness. Choose a weakness relevant to the job you're applying for, but avoid mentioning any skill that is essential for the role.

Show self-awareness: Begin your response by acknowledging the weakness. This demonstrates your honesty and ability to recognize areas for improvement.

Highlight how you've addressed the weakness: Share specific steps you have taken to overcome or manage your weakness. Focus on concrete actions, such as seeking out relevant training, mentoring, or implementing strategies to improve.

Discuss the positive outcomes: Emphasize the progress you have made in addressing your weakness and its positive impact on your work or personal growth. If possible, provide examples or quantify your improvements to showcase your ability to learn and adapt.

Express your commitment to continuous improvement: Conclude by expressing your ongoing dedication to personal and professional development. Mention your eagerness to learn from experience and your openness to feedback.

By following this approach, you demonstrate self-awareness, your willingness to learn and grow, and your ability to turn weaknesses into opportunities for improvement. Here are some sample answers based on different positions:

Sample 1: A customer service role that requires communication, problem-solving, and teamwork skills.

I sometimes struggle with time management. I take on too many tasks at once and get overwhelmed by deadlines. Naturally, this can harm both the quality of my work and my overall productivity. Based on advice from my mentor, I started using a planner and implemented a prioritization system. These tools have helped me organize my tasks and schedule my time effectively. Additionally, I've learned to set realistic goals and expectations for myself and those around me. By actively working on improving my time management skills, I've increased my productivity and enhanced the quality of my work.

Sample 2: A graphic designer role that requires creativity, technical skills, and attention to detail.

I sometimes get too attached to my work, making it quite challenging to accept constructive criticism. I used to take it personally, allowing it to discourage me and impair my confidence and creativity. I decided to work with a coach to overcome this weakness. As a result, I have learned to be more open-minded and receptive to other people's opinions and suggestions. I have realized that feedback is an opportunity to improve my skills and grow as a designer.

Career Experts Group

Receive "Your Career > Your Future" directly in your email.

[CLICK HERE TO SIGN UP!](#)

Sample 3: A project manager role that requires leadership, organization, and collaboration skills.

I sometimes have difficulty saying "no" to requests or demands outside the project's scope. I want to please everyone and avoid conflicts or disappointments. This has led to scope creep, unrealistic expectations, and resource constraints. To overcome this weakness, I took a class to develop my assertiveness, communication, and negotiation skills. As a result, I have learned to be more confident and precise about the project objectives, requirements, and limitations. I also communicate consistently with the stakeholders and manage their expectations.

Career Experts Group

Receive "Your Career > Your Future" directly in your email.

[CLICK HERE TO SIGN UP!](#)