

JOB INTERVIEW QUESTIONS & ANSWERS WORKSHEET

How to answer the interview question:

WHAT IS YOUR GREATEST WEAKNESS?

Learn more at: www.careerchoiceguide.com/interview-weaknesses.html

1. Start with a real weakness. It must be something you have worked to improve, and a professional weakness that is not key and essential to do your job effectively.

2. Describe what you did to improve upon the weakness so it isn't an issue anymore.

3. Explain how the work you did to improve made you a more valuable employee.

EXAMPLE

1. Start with a real weakness.

"I used to be very nervous about public speaking."

2. Describe what you did to improve upon the weakness.

"So I decided to join the local Toastmasters club, where I was able to improve my public speaking significantly."

3. Explain how the work you did to improve made you a more valuable employee.

"Not long after joining Toastmasters, my supervisor asked me to work on a new project that involved staff training, which meant a lot of public speaking. I practiced and consulted with a co-worker who was good at public speaking, and I was able to give several presentations that were well received at work."