**How to answer the ‘What is your greatest weakness?’ question**

<https://www.youtube.com/watch?v=ubE405nVkZg>

Five things not to say:

* I’m an impatient person – that’s a personality trait that is unlikely to change.
* I don’t know what my weaknesses are (lack of self-awareness)
* Don’t describe a strength as a weakness (eg I’m too committed to my work)
* Don’t pick a weakness that’s directly related to the job you’re applying for (eg I’m not organised if it’s administrative job): check job description
* Don’t pick a skill that’s in no way related to what you’re applying for (gives no insight to employers)
* Find a weakness you’re working to improve: make a list – go through list, narrow down to those in specific contexts; develop formula:
	+ C ontext – in situations where,,I have tended to ….This has made me appear (describe weakness)
	+ A ction – as a result, I have learned to become aware… and instead I now (action to mitigate weakness)
	+ R esult – This has resulted in….

Examples:

* I have trouble asking for help and I may refrain to reach out for help/delegate, even when I’m burning out. I have learned to recognise when I’m on the cusp of burning out, so I know to reach out for help.
* While I do enjoy working independently, I’ve been able to produce high quality work, by pulling others in and working collaboratively
* I sometimes lack confidence, when it comes to voicing my ideas and opinions. I’ve been intentional about doing this anyway, when it will add value. My team took on board one of my ideas, which led to an improvement in customer satisfaction rating of 10%
* I can struggle to focus on the detail, so that I can’t always see the big picture. I’ve been working on myself in this by checking in with myself twice a day , so I have the chance to prepare for my day, or review my day and re-focus on the bigger picture of projects I’m working on.