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Job strengths and weaknesses examples for appraisal

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Performance reviews can be difficult for everyone, manager and employee alike.



But you can avoid that stress by structuring your performance reviews to inspire greatness instead of dread. One of the best ways to do that is to use performance appraisal phrases. These simple yet descriptive sentences help your employees understand what they're doing well and what they still need to work on.

Strengths and Weaknesses for Job Interviews

Some examples of strengths & weaknesses include:

Strengths Weaknesses

- | | |
|----------------------|----------------------------|
| 1. Leadership skills | 1. Too much detail-focused |
| 2. Problem-solving | 2. Multitasking too much |
| 3. Communication | 3. Lack of experience |
| 4. Analytical skills | 4. Lack of confidence |
| 5. Determination | 5. Procrastination |
| 6. Creativity | 6. Perfectionism |
| 7. Enthusiasm | 7. Disorganized |
| 8. Organized | 8. Conventional |
| 9. Teamwork | 9. Self-sensitive |
| 10. Positive | 10. Self-criticism |

But what are the best performance appraisal phrases? The management experts at Sling have put together a list of 100 extremely helpful phrases for employee performance reviews. We've organized them alphabetically by skill and then divided each skill into strengths and weaknesses. That way, you can quickly and easily find a phrase to fit your needs. Effective Performance Appraisal Phrases Attendance Strength 1) Always on time (or even early) for meetings and conferences. 2) Prompt and on time for the start of each workday. 3) Respects others by arriving at work and at meetings on time. 4) Adheres to the schedule whenever possible. 5) Never been a no call, no show employee. 6) Achieved perfect attendance over X (weeks, months, years). 7) Inspires others to improve their attendance. 8) Does not deviate from the attendance policy outlined in our employee handbook. 9) Begins each day on time and ready to go. 10) Very reliable about being at work on time. Weakness 1) Does not meet company standards for attendance. 12) Is frequently late to work. 13) Often exceeds the maximum number of vacation days. 14) Has not met attendance goals set at previous performance review. 15) Disrespects others by regularly arriving late to meetings. 16) Frequently returns late from scheduled breaks. 17) Does not follow the attendance policy. 18) Unreliable about reporting to work on time. 19) Poor attendance record. 20) Does not hold others to the company's high attendance standards. Attitude Strength 21) Has a cheerful attitude that benefits her teammates. 22) Looks for the positive in every situation. 23) Quick with a smile and a joke to lighten the mood during stressful times. 24) Does not let difficult circumstances get him down. 25) Positive attitude helps others on her team keep their motivation high. 26) Always reports to work cheerful and ready to get to work. 27) Maintains a steady and positive attitude that inspires others. 28) Frequently has a smile for others. 29) Attitude reflects enjoyment of the job. 30) Builds an atmosphere of trust with others on the team. Weakness 31) Negative attitude in some situations has a tendency to cause problems. 32) Gets upset easily. 33) Needs to work on accepting constructive criticism. 34) Let's non-work topics provoke her/him. 35) Too easily switches from positive to negative attitude. 36) Allows stress and pressure to get the better of him/her. 37) Erupts into anger over minor issues. 38) Displays of negative emotion affect others on the team. 39) Needs to bring poor attitude under control. 40) Refuses to keep inflammatory comments to himself/herself. Customer Service Strength 41) Excellent at customer service. 42) Deals easily with all types of customers. 43) Takes great pride in helping each and every customer. 44) Skillfully overcomes client objections. 45) Does not let a customer's negative attitude get him/her down. 46) Handles difficult customer service situations very well. 47) Customer satisfaction rating: High. 48) One of our best customer service team members. 49) Understands how to make a real difference in customer experience. 50) Stays calm and rational in the face of angry customers. Weakness 51) Does not listen well to customers. 52) Very effective on the phone, but does not handle face-to-face service well. 53) Does not seem to understand why customer service training is important. 54) Does not know how to deal with a difficult customer. 55) Has consistently low marks on customer satisfaction surveys. 56) Does not take pride in resolving customer complaints. 57) Too frequently passes the complaining customer on to someone else. 58) Needs to learn how to handle customer requests in a more efficient manner. 59) Does not listen to customers well. 60) Poor skills in handling face-to-face complaints. ADD THIS TEXT Dependability Strength 61) One of our most dependable team members. 62) Very reliable in all situations. 63) Willing to do whatever it takes to get the job done. 64) Known for dependability and willingness to work hard. 65) A loyal and trustworthy employee. 66) Consistently demonstrates that he/she cares about his/her job. 67) Always performs at or above expectations. 68) Can always be counted on to complete tasks in a timely and accurate manner. 69) Ready to get the job done no matter how much work is involved. 70) Motivated to finish tasks and assignments on time. Weakness 71) Unwilling to work beyond scheduled hours. 72) Work results are inconsistent and frequently need to be reviewed. 73) Not a dependable employee. 74) Does not demonstrate a willingness to do what it takes to get the job done right. 75) Does not produce consistent results. 76) Content with leaving work for others to finish. 77) Work results are inconsistent. 78) Reliability is questionable. 79) Is not willing to help employees with their work. 80) Does not care what managers and coworkers think of him/her. Flexibility Strength 81) Accepts constructive criticism and works to improve. 82) Shows ability to come up with new solutions to common problems. 83) Is willing to change the way he/she works for the betterment of the team. 84) Shows initiative and flexibility when starting a new task. 85) Capable of handling a variety of assignments. 86) Able to identify new and more efficient methods. 87) Calm under pressure. 88) Willing to admit he/she is wrong. 89) Quick to adapt to alternate points of view. 90) Handles change well. Weakness 91) Tends to shy away from activities where the process is unknown. 92) Does not excel at projects that require a degree of flexibility. 93) Gets agitated when the plan changes. 94) Uninterested in new responsibilities. 95) Sticks to traditional methods even if a new approach is better. 96) Shuts down when expectations aren't met. 97) Doesn't look for new ways of working when things don't go according to plan. 98) Unwilling to admit he/she is wrong. 99) Does not accept constructive criticism well. 100) Resistant to trying new techniques. Interpersonal Skills Strength 101) Has strong relationships with coworkers. 102) Is easy to get to know. 103) Actively converses with teammates and wants to hear about their lives. 104) Wants to get to know and understand other employees. 105) Finds it easy to connect with coworkers. 106) Makes people feel important. 107) Makes people feel appreciated. 108) Can work with a variety of personalities. 109) Relates well to those around him/her. 110) Connects easily with others. Weakness 111) Does not work well with others. 112) Strong, direct personality can turn people off. 113) Teammates do not enjoy working with him/her. 114) Seen as unapproachable by coworkers. 115) Gives an impression of superiority to teammates. 116) Strong personality frequently causes rifts with coworkers. 117) Displays superior attitude toward all. 118) Coworkers do not like being on his/her team. 119) Fails to recognize the needs of others. 120) Does not establish effective working relationships. Leadership Strength 121) Always willing to help a coworker. 122) Makes team members feel comfortable in voicing their opinions and ideas. 123) Understands strengths of coworkers and delegates effectively. 124) Keeps team engaged and on track. 125) Shows appreciation for a job well done. 126) Motivates team members to work hard. 127) Promotes a culture of learning and understanding. 128) Actively listens and responds to what his/her coworkers say. 129) Excellent example for others to follow. 130) Backbone of his/her team. Weakness 131) Needs to improve in ability to talk to coworkers without being condescending. 132) Does not inspire teammates to work hard. 133) Does not plan for the future. 134) Does not treat other members of the team as equals. 135) Overanalyzes problems when a quick decision is necessary. 136) Unclear when assigning goals and activities. 137) Rarely gives recognition for a job well done. 138) Fails to keep confidential information. 139) Frequently derails team with unnecessary work. 140) Does not listen to team members. Performance Strength 141) Exceeded expectations on goals set during last performance review. 142) Takes initiative to understand what needs to be done. 143) Excels at developing strategies that deliver results. 144) Sets appropriate goals and strives to accomplish them. 145) Is consistently a top performer among teammates. 146) Clearly communicates goals and desires to others. 147) Always at the top of the performance-rating scale. 148) Puts high value on doing a good job. 149) Willing to assist others and help them do good work. 150) Wants to improve at everything he/she does. Weakness 151) Did not meet performance goal set at last performance review. 152) Does not take initiative unless prompted. 153) Is typically toward the bottom of performance ratings. 154) Does not reach out to go beyond what is expected. 155) Is not known to make significant contributions to the success of the team. 156) Is not able to clearly communicate goals to others. 157) Does not see the value in doing a good job. 158) Not proficient at developing successful strategies. 159) Is not concerned with improving his/her skills. 160) Lacks drive to improve. Teamwork Strength 161) Proven team player. 162) Encourages teammates to work together toward a common goal. 163) Willing to offer assistance and advice at any time. 164) Promotes a team-centered workplace. 165) Is sensitive and considerate of coworkers' feelings. 166) Shares ideas and techniques. 167) Builds strong relationships with others by (insert behavior here). 168) Willing to cooperate with coworkers. 169) Takes on more work to help the team excel. 170) Always looking for new ways to help the team. Weakness 171) Needs to improve teamwork skills. 172) Does not view workplace as a team environment. 173) Always wants to work alone on projects. 174) Coworkers are hesitant to ask him/her for help. 175) Does not work well with others during group projects. 176) Blames others when problems arise. 177) Is frequently insensitive to coworkers' feelings. 178) Plays everything very close to the vest. 179) Does not share well with others. 180) Often a divisive element within the team. Time Management Strength 181) Respects the time of coworkers. 182) Uses time effectively to get the job done. 183) Keeps presentations on schedule. 184) Regularly meets all deadlines. 185) Works hard to stay organized and on time. 186) Driven to complete tasks on time. 187) Very reliable when it comes to time management. 188) Can always depend on him/her to manage time well. 189) Can identify what needs to be done first in order to save time. 190) Sensitive to the constraints of coworkers' projects. Weakness 191) Frequently misses deadlines. 192) Is regularly late from break. 193) Does not have a strong concept of how long a task will take. 194) Meetings and presentations tend to exceed allotted time. 195) Takes up the valuable time of others with too much small talk. 196) Disregards the importance of being on time. 197) Does not show a desire to improve time-management techniques. 198) Unreliable in finishing tasks by allotted deadline. 199) Frequently exceeds mandatory due dates. 200) Does not manage time well. Build Strong Relationships With Performance Appraisal Phrases And Sling Periodic performance reviews are a powerful tool for improving the way your employees work. But more than that, a performance review done well forges a strong employee/employer relationship. It's that relationship that can motivate your team to do their best even during the most difficult project. That's the recipe for success. One of the best ways to build strong relationships is through good communication. The better you communicate with your employees the stronger your team will be. The Sling app can help. We built the Sling suite of tools to streamline communication. Simplify the scheduling process. Track labor costs. Build employee engagement. Organize work hours. Remove the difficulties in finding substitutes. Keep your team members on task throughout the day. Regardless of the industry, Sling can keep you and your team members organized and focused on the project at hand. That will translate to more positive performance reviews throughout the year. And when you're organized, everything runs more smoothly. Sling even helps with that. The on-board artificial intelligence (A.I.) keeps track of time-off requests, work preferences, and other employee information. If you double-book an employee or schedule them for a time they can't work, the Sling A.I. will notify you and prompt you to make the necessary change. These are just a few of the benefits Sling can bring to your business. Experience the myriad ways the Sling app can make your managerial job easier by signing up for a free trial today. For more free resources to help you manage your business better, organize and schedule your team, and track and calculate labor costs, visit GetSling.com today. This content is for informational purposes and is not intended as legal, tax, HR, or any other professional advice. Please contact an attorney or other professional for specific advice. See more in: Employee Management What is your greatest strength? What are your weaknesses? Tell me three strengths and three weaknesses of yours... The question about professional strengths and weaknesses is a job interview classic. But do you worry you might be lost for words? You may be asking yourself: How can I come up with some really convincing strengths and weaknesses? Well, here's your answer: a ready-made list of 50 strengths and weaknesses (with concrete, practical examples). Take a look right now at these examples of strengths and weaknesses and pick out the ones that work best for you! So, 50 strengths and weaknesses await you (25 strong points and 25 weak points). That all? Actually, no: There are plenty of lists of strengths and weaknesses out there. But as they really are just that - lists - they're not really all that practical. That's why we have decided to give you something more: Every strength and weakness comes with a brief explanation clarifying the meaning of the term. But that's just the beginning. What's more, we've come up with a practical example you can use in your answer, which you can find under each strength or weakness. This means you can use our list straight away. And when you're asked about your strengths and weaknesses (it's still one of the 100 most common job interview questions), you'll know exactly what to answer. Want to know the best part? Because we're nice like that, we've even added a bonus section at the end... So don't waste any more time - get looking for your greatest strengths right away! 25 Strengths Ready for Use at Your Next Job Interview [with Concrete Examples] We have chosen 25 personal strengths that will help you ace your next job interview. For each one, there is a brief explanation to help you match the strengths with your own personal and professional qualities, plus a concrete example. Sounds good? And if you want to be sure you use your strengths in the best possible way, read our article on how to answer the strengths job interview question. #1 - Passionate When enthusiasm casts its spell on you, you feel supercharged and capable of doing anything. You throw every ounce of yourself into what you do. Answer example: My favourite quote is "Find a job you enjoy doing, and you will never have to work a day in your life". I try to apply this rule on a daily basis as it's a real source of motivation for me. Take the time when... #2 - Enterprising You're always full of ideas and know how to turn them into reality. Your actions show spirit of initiative. Answer example: My main strength is my ability to get moving and kick-start others into action. Any project, no matter how well-designed, is useless if isn't followed through. That's why I've always got a whole load of projects on the go. Take the time... #3 - Reliable The people around you know they can always count on you. You finish the work you are assigned and never let people down. Answer example: I'm the person that gets assigned the most awkward jobs, because my colleagues and supervisors know they can trust me. I think everybody started to appreciate this key quality of mine when... #4 - Creative The beaten track holds no interest for you. Instead, your mind forges new paths into uncharted territory. [A word of warning: "creative" continues to be one of the most commonly used words in professional profiles. So use it only if it really is one of your main qualities.] Answer example: My greatest strength? Being able to think in a different way to everyone else. I'm not lacking in common sense, but I definitely feel more at home when I'm trying to do something radically different. This has proved useful at work on a number of occasions... #5 - Consistency Sprints might not be your thing, but over long distances nobody can live with you. Once you hit your groove, nothing affects your performance levels. Answer example: Consistency is one of my strengths: I always complete the projects assigned to me not because I'm the one who gets through the most work in a day, but simply because there's never a day when I do less than the day before... #6 - Patience Undeterred by failure and unaffected by others losing their cool, yours is truly the patience of a saint.

List of strengths & weaknesses	
Strengths:	Weaknesses:
1 Creativity	1 Self-criticism
2 Versatility	2 Insecure
3 Flexibility	3 Too detail oriented
4 Focused	4 Public Speaking
5 Taking Initiative	5 Presentation Skills

Answer example: As a very calm, thoughtful person, I'm well acquainted with the virtues of patience. So when we got a group of really angry customers, I volunteered to take care of them and managed to get the best out of what was a very difficult situation. #7 - Versatile You're able to deal with a range of different situations and still come out on top. You approach new challenges safe in the knowledge that you will be able to perform at your best, whatever the circumstances. Answer example: Without a doubt, one of my main qualities is my versatility: I've taken on a number of fairly varied roles and have always managed to successfully adapt to the specific circumstances. There was one time in particular... #8 - Ambitious You're driven by success. It's what you desire and you will do whatever it takes to achieve it. Answer example: Ambition is a part of me, in fact I see it as one of my key strengths. I align my personal goals with the needs of the company; my natural ambition drives me to always achieve the set objectives. A concrete example of how this has benefited me was when... #9 - Determined Once you've identified a goal, you reach it no matter what the cost. There's nothing that can stop you from finishing what you start: you possess granite-like willpower. Answer example: My greatest quality is that I never let difficulties get in my way. I carried on undeterred even when... #10 - Self-starter You don't need somebody constantly telling you what to do. You know what you have to do and are able to complete your work on your own initiative. Answer example: I would say my main strength is my ability to self-start. Experience has shown me that the ability to manage your own time and objectives as you work towards a final goal is a huge advantage, not just personally but for the whole team. For example... #11 - Calm and Composed No matter what is happening around you, you never lose your calm. Even in the middle of a major crisis you keep your composure, because you know that acting hastily is never advisable. Answer example: The ability to remain calm is one of my key professional strengths. People admire me for being able to deal with difficult situations that other colleagues with a more fiery temperament are unable to handle. Take, for example, all the customers I have successfully managed... #12 - Charisma You were born to lead. When you speak, others listen. You inspire others through your words and your actions. Answer example: I'm naturally good at getting the best out of people. As a result, people are happy for me to lead them. An obvious example of this was during the last company event, when... #13 Strength and Weakness - Competitive If you don't have a goal to reach, or somebody to compare yourself with as you work towards it, you feel like something important is missing. Competition brings out the best in you. Answer example: Once I had a project in which I was the only participant. My performance was barely half what it normally is when I have others to compare myself with. That was when I realized that my true strength is my competitive nature... #14 - Rational You are objective and don't let emotions affect your decisions. People can always count on you and your ability to be impartial. Answer example: My strength is my ability to be rational: when everybody else is letting their emotions get the better of them, I stay focused.

Weaknesses – Write down all your

weakness – Ex:

Disorganized, procrastinates, etc.

- Need to prioritize projects
- Need to structure calendar better
- Need to make more contact calls
- Need to create a better system for to track calls
- Need to get better at making sales calls
- Need to get better at marketing my products and services

For example, there was the time when everyone wanted.... #15 - Efficiency You work quickly and your results are always excellent. Once you get started, you function like clockwork. Answer example: I work out of time to achieve success in a specific situation by applying a series of tried-and-tested processes. So I would say one of my key strengths is my efficiency. I've got plenty of examples to back this up, for instance... #16 - Curiosity When you were little you never stopped asking questions. And now you're grown up, you haven't changed a bit. You're never content with what you already know and always want to find out something more. Answer example: My stand-out quality and the strength that has helped me most at work is my curiosity. For me, being curious means never being satisfied with what you know - always wanting to take it that bit further.

How to Tell People about Your Strengths

Interviewers ask about strengths and weaknesses in interview because they know that everyone has flaws. We don't always like talking about ourselves because we don't want to come across egotistical but at the same time we don't want to play our talents down.

Talking about your strengths is hard because we don't like to show off or act egotistical.

Your Strengths should already be noted in Your Resume/CV

Read over your Resume/CV and any other information that you have sent the interviewers prior to interview. This should show you how you sold yourself on paper.

Stories

Make sure that you have some example stories which highlight your strengths that you have highlighted in your CV.

Things That Aren't Nice Worthy

Positive Attributes

Positive attributes are something that an employer would expect. It doesn't make you stand out from the crowd.

Some Good Strength to Have:

Communication Skills/Working with Others/Teamwork

Everyone has different perspectives and ways of working and this means that you need to learn to communicate with a range of different people in the workplace. Outlining that communication is one of your strengths with relevant examples will really help you portray yourself as someone who has the right skills to work within their team.

Good Customer Service

Give examples of where you have provided excellent customer service and tell how it was proved e.g. customer comment cards, company awards etc.

And the more you know, the more options you have when it comes to taking a decision. This proved particularly useful when... **#17 - Courteous and Well-mannered** There is no situation, no matter how formal or important, that can put you off your game.

You never embarrass yourself or the company you are representing. Answer example: There is no form of human interaction that can function without courtesy and good manners - it really is the foundation of every relationship. And what is a sale after all if not a relationship between customer and company? To be a successful salesperson, you need to be courteous and respectful, which is why I have worked on this and turned it into a key strength. For example... **#18 Strength and Weakness - Perfectionist** There's not a single detail of your work which isn't exactly the way you planned it. You aren't satisfied with anything less than 100% perfection. Answer example: I demand the best from the people around me and above all from myself. Being a perfectionist has never been a problem, though. In fact, it's one of my key strengths. Take, for example, the time... **#19 - Good Listener** There's a huge difference between hearing and listening and nobody knows this better than you; you seem to effortlessly understand people's needs. Answer example: There's no dialogue if nobody listens. That's obvious enough at a personal level, but I've also realized just how important the ability to listen is at work. Which is why I see my skills as a listener as bringing great added value. It certainly helped when... **#20 - Organized** You are able to organize your work so that nothing escapes your attention and always assign tasks their appropriate level of priority. Answer example: I believe that organization is critical for any successful project, which is why I have worked hard to make the ability to organize one of my greatest strengths. My professional career contains numerous examples of the benefits of this quality... **#21 Strength and Weakness - Critical** You are always probing beneath the surface of things, looking for hidden motives to subject to critical scrutiny. You know that reality is never as simple as it seems and love trying to figure out what's really going on. Answer example: I'm unable to accept things at face value. Facile explanations don't satisfy me. Saying something is a certain way "because it is" just doesn't cut it for me. Everybody sees this as one of my strengths - this critical nature which makes me continually call things into question, including myself. It brings huge benefits though... **#22 - Problem Solver** You analyze the lie of the land and find the most suitable solution for every situation. Where others see problems, you see solutions. Answer example: I have an original way of looking at and solving problems. It's definitely one of my main strengths. For example there was the time when nobody could work out... **#23 - Collaborative** You know that the team performance is much more important than that of any one individual. You're willing to work with others, socializing and sharing and creating a climate conducive to team-work. Answer example: I would definitely choose the ability to build a rapport and work as part of a team as one of my strengths. I could reel off a whole host of examples from my professional career to back this up. For example... **#24 - Altruist** You put the interests of others before your own and are happy to do something useful for somebody else. You're willing to lend a hand to anybody who asks you, without hesitation. Answer example: I think the true strength of a person lies in the people around them and in the way they help each other out mutually. That's why one of the aspects of my personality I would like to draw your attention to is my altruism, which has helped me on a number of occasions during my career... **#25 - Empathy** You are able to naturally connect with and understand the people you come into contact with, even without speaking to them. Answer example: Any list of strengths should begin with empathy, which is exactly how mine begins. Connecting with other people and communicating with them without words is a quality others say I have and it's one I have learnt to take advantage of... And that 25th strength completes our list of strengths to mention in a job interview. Meaning it's time to move on to the list of weaknesses... 25 Examples of Weaknesses to Use at a Job Interview [List of 'Good'

Weaknesses] What are 'good' weaknesses for a job interview?

You'll notice straight away that some of the weaknesses were also in the list of strengths. You may wonder why.

That's because sometimes there's a fine line between strengths and weaknesses. Some qualities, taken to the extreme, can become weaknesses. As with the strengths, each weakness is accompanied by a brief description to help you decide whether that particular flaw suits you or not. The description is followed by a concrete example of each weakness. Imagine you've just been asked to talk about a weakness. How would you go about replying? Don't worry: here's the solution. And to get the most out of this list of examples, make sure you read our article on replying to questions about your weaknesses! **#1 Strength and Weakness - Competitive** You only work well if there is a goal to be reached or somebody to beat. But the climate at work can suffer from your fierce competitiveness. How to answer: I tend to let myself be drawn into competition with my colleagues. To begin with it was a fault I wasn't aware of, but then somebody pointed out that it was becoming a problem so I took note and began to work on it...

#2 - Stubborn Headstrong and determined, nothing can change your mind once you have taken a decision.

You find it hard to admit you have made a mistake and will often persevere with a course of action even when it isn't appropriate.

How to answer: One of my weaknesses is that I'm stubborn. I find it hard to abandon a decision or goal once I've set my mind on it. But I've realized how difficult this was to deal with and so... **#3 - Impulsive** You tend to act quickly without reflecting too much. But this prevents you from thinking through the consequences of your choices properly.

How to answer: One of my weaknesses is that I'm too hasty. I'm essentially an impulsive person and act naturally without reflecting too much on where a certain choice will lead.

But I've realized that this can cause mistakes and so... **#4 Strength and Weakness - Critical** You call absolutely everything into question. Sometimes you're right, but you can take things too far and this may hinder your work and that of your colleagues.

How to answer: One of my weaknesses is my tendency to analyse every single decision and situation. I've realized that while sometimes it may allow me to identify and fix problems before they even arise, at other times it can hinder the efficiency of work processes that have already been agreed upon... **#5 - Indecisive** You're never sure about anything. Chronic indecision and constant changes of mind make you incapable of following through with a decision without having second thoughts. How to answer: I'm not sure which of my weaknesses has the biggest impact on my work... although, come to think of it, indecision is probably the one: if I'm given too much responsibility for making decisions, I'm racked by doubts. I've discovered though a strategy that helps...

#6 - Chaotic You're unable to organize things the way you want (and need) to and are surrounded by an air of chaos. You have a habit, in the midst of all the confusion, of losing track of, or forgetting important items or appointments. How to answer: Organization is not exactly my strongest suit. Actually, it would be more accurate to say that disorganization is my biggest weakness. In the past I found it hard to keep it in check. I would tell myself that "you need to have chaos in yourself to give birth to a dancing star". But I've realized that too much chaos can be a problem, so I decided to deal with it by... **#7 - Lateness** Your alarm clock is your sworn enemy. Whether it's an appointment or a project deadline, you struggle to make it for the agreed time. How to answer: I never forget to reply to an email, turn up to an appointment or deliver an assignment, but I don't always manage to do it within the assigned time period. However, I've found I can curb this tendency and meet deadlines better if I... **#8 Strength and Weakness - Perfectionist** You're only happy when something is perfect. This means you are often unsatisfied, because you don't have time to do things as well as you would like. How to answer: It's difficult for me to close out a project if I know that there are aspects that can be improved on.

Until all, if they can be improved, why not do it? So that's where my perfectionism works against me. I know, however, that there are times when it's more important to have a finished but imperfect project than a perfect project which hasn't been started, so... **#9 - Verbosity** Words come easy to you.

What's harder is stopping them. You're incapable of expressing yourself briefly or succinctly and staying on topic can sometimes prove a challenge. How to answer: I enjoy talking and discussing and am never short of a topic for conversation. But this can become a problem in situations where it's best to keep the chat to a minimum. It's not that I can't do it, just that I find it a pain to have to restrain myself. In any case, I've managed to strike a happy medium by... **#10 - Distracted** You're such a multi-tasker that you're unable to focus on what you're doing at any given moment and your short-term attention span means it's never long before you're thinking about something else. How to answer: One of my weaknesses is that I'm easily distracted. At the company I work for, this proved a problem because the working environment is very chaotic and I personally found this hard to deal with. But I managed to get by, and my attention level even improved... **#11 - Introverted** You enjoy your own company so much that you find it difficult to be around others. It takes time for you to build a rapport with your colleagues and the thought of speaking at a meeting sends you into a cold sweat. How to answer: If I had to choose a weakness, it would probably be that I'm an introvert. Having seen the benefits but also the limitations it brings, I view this characteristic as both a strength and a weakness.

However, to make sure I'm not hampered by the limitations and to step outside my comfort zone, I've decided to... **#12 - Impatient** You're unable to dedicate time to yourself or to others. This makes you rush things, and in your haste, you overlook details and the quality of your work suffers as a consequence. How to answer: Impatience is a weakness of mine. I've made mistakes in the past because of my inability to take sufficient time to sit and reflect. But I've learned from this to... **#13 - Passive** You feel unable to take the initiative, or else wait for others to do it for you. Rather than responding promptly to outside input, you simply experience it passively. How to answer: One of my weaknesses is that I personally find it difficult to respond to external input and generally prefer to wait for others to make decisions rather than actively taking them myself. I've realized though that this was becoming a weakness at work and was holding me back, so I... **#14 - Sensitive** You take literally everything to heart, no matter what the situation, and tend to lead with your heart more than your head. At times you lack clarity of thought and if something goes wrong, you take it personally.

How to answer: I'm not always able to separate my emotions from my work and this has an effect on my ability to think clearly. Being overly sensitive was a problem until I decided to find a way of managing it... **#15 - Conventional** The way you see it, things should always stay the same. Once you've got used to a certain way of doing things, you find it difficult to imagine another way of doing them. And if you were asked to do something creative, you wouldn't know where to begin.

How to answer: I like well-established, conventional ways of doing things. I realized how much this had become a weakness when our procedures were revised and I had trouble adapting. That prompted me to... **#16 - Undisciplined** If somebody tells you to do something in a certain way, you nod and then do things the way you want. You don't like following orders and prefer to decide for yourself. How to answer: My list of weaknesses definitely includes problems following instructions. I find it humiliating having somebody always telling me what to do. On occasions, this has led me to putting my foot down and doing things my own way. I found, however, that what helped me a lot... **#17 - Anxious** You experience everything as if it was an attack on your peace of mind. You're in a constant state of anxiety and the stress is causing you psychological damage. How to answer: One of my weaknesses is the anxiety that certain work situations cause me. Speaking at an official meeting was for a long time an insurmountable challenge for me until I... **#18 - Overbearing** You're sure that your point of view is the right one and try to impose it on others. You have no qualms about disregarding the ideas and thoughts of others to make sure that your own prevail. How to answer: In discussions, people have mentioned to me that I tend to push my own point of view at the expense of those of others. This is definitely one of my defects. But since I'm aware of it, I'm careful to... **#19 - Selfish** You're unable to do something for someone else disinterestedly and instead seek personal gain at every opportunity. Your principal concern is yourself. How to answer: I find it hard to empathize with the needs of others if they are in contrast with my own. To combat this weakness of mine I have started to... **#20 - Procrastinator** "Never do today what you can do tomorrow" is your own personal motto.

Although to be honest, you're fairly sure there'll be time the day after tomorrow, too! How to answer: My biggest weakness is putting things off. It never seems the right time to do something - there's always a better moment just around the corner. But careful organization and more structure is helping me improve...

#21 - Control freak You micromanage every little detail to make sure absolutely everything goes according to plan and find it difficult to allow others to act independently. How to answer: I am fanatical about organization and control, but realized it was really a weakness and that my need for control was becoming a prison of my own making.

So I decided to break free... **#22 - Slow** You take forever to do things - or at least longer than you would like.

You can't understand how the time manages to pass so quickly and end up working like a maniac to complete the tasks you were assigned. How to answer: One of my weaknesses is that I'm slow. I'm a very pensive type of person and struggle if I'm told the goal of a project is speed, not quality. But I've now worked out how to handle these situations... **#23 - Indifferent** As far as you're concerned, one opinion is as good as another.

Nothing can get you off that neutral fence upon which you sit, while the unbridled enthusiasm of others leaves you unmoved. How to answer: One of my weaknesses is that I find it difficult to share other people's emotions. It takes me time to get involved in something, but I've realized I can overcome this if... **#24 - Intolerant** You are unable to tolerate opinions that diverge from your own. You find it difficult to work with people who see things differently to you and rebuff all efforts to mediate. How to answer: I find it much easier dealing with people who agree with my point of view or with whom I can easily identify.

This weakness in my relations with other has, however, lessened ever since... **#25 - Immature** You approach everything as if it was a game, even when this is inappropriate. You're unable to adjust your behaviour to suit the circumstances, or to take situations seriously. How to answer: I like the fun, playful side of life, but sometimes this clashes with work requirements. This proved to be a weakness, for example, when... That 25th defect closes our list of weaknesses to mention in a job interview, with corresponding examples. And, as promised, here comes the bonus section... [Bonus] The Strengths and Weaknesses You Don't Know About (But Should) Strengths and weaknesses are not just about personal characteristics. What you studied at school or university, or learnt through experience, might also represent an important and distinctive strength! But here's the interesting part: In addition to being strengths, education and experience are also, crucially, the aspects in which it is easiest to improve. The point? They also make excellent weaknesses. A deficiency in a specific area is one that you can remediate, showing commitment and dedication as you do so. And if you are the kind of person who learns things quickly, well, that's another strength you shouldn't underestimate! Let's now look at a list of strengths and weaknesses connected with your education and experience that could come in useful in a job interview! **#1 - Formal qualifications** It might seem obvious, but in the right circumstances, your qualifications could turn out to be your secret weapon. Don't forget any training or refresher courses you may have taken or certificates you have earned. The more specific or unusual they are, the better they will help you stand out from the crowd! **#2 - Foreign Languages** Every single language you know could make the difference. It's better if you possess actual certificates proving your language skills, but experience and time spent abroad may count for even more. On the other hand, if your knowledge of a language leaves a little to be desired, it could be an excellent weakness to say you are working on. **#3 - IT Skills** In many job interviews, information technology skills represent a key strength. The better and more complex you skills are (it might be knowing how to use a software application or how to program in a specific language), the more important they will be. **#4 - Market Sector** Let's say you've worked for years in a given sector and have got to know it inside out - its characteristics, the customers and competitors, the overall situation and the specific details. How many others could say the same? That's right, not many. So make the most of it! So what next? Now you've worked out what your strengths and weaknesses are, you just need to find the right opportunity to put yourself to the test: So what are you waiting for? Start looking for potential job opportunities right away on Jobted!