



How to Identify Your Strengths & Weaknesses

Identifying Your Strengths

Do you know your strengths? What you naturally do best? Most people don't.

In an interview, you need to know your strengths and how to best communicate the value they bring to the table.

Video: Why knowing your strengths & weaknesses is critical to your career.

1

Go through your resume (jobs, school, volunteer). Write down your favorite things about each: accomplishments, projects, daily responsibilities, people you worked with. What got you excited?

Example - In my corporate recruiting job, I loved managing a team of people and leading projects.

2

Dig into each item. Understand the why behind the what. What was it about that activity, environment, situation, task made it your favorite? Why? Get past the skill of doing it to the passion behind it.

Example -

People management - I love sharing my knowledge, helping to unite people on a common goal. More than that I like helping people set goals and reach them. Support them. Knock down barriers to success.

Project management - I love meaningful projects that add value, make people's jobs easier, add to job satisfaction, and solve problems. Seeing and measuring results is rewarding.

3

Write your strengths. What is the passion behind each item? What do they ultimately boil down to? This is your strength. What energizes you.

Example - Coaching, developing, leading to obtain meaningful results.

*** In the interview, tell stories that demonstrate your strengths.

Identifying Your Weaknesses

Do you know your weaknesses? Not generic things. Not things that can seem like a positive. Your REAL weaknesses? You need to!

In an interview, self awareness and honesty goes a LONG way. Don't fake it.

Video: Learn how to answer "What is your greatest weakness?" the right way!

1

Go through your resume (jobs, school, volunteer). Write down the things that were most frustrating, painful, a struggle. What did you procrastinate? It drained all of your energy.

Example - In my corporate recruiting job, I loathed the grind of doing actual interviews. It took me away from projects, my team, and strategy. The things I loved. So it took effort to focus on it.

2

Dig into each item. Understand the why behind the what. What was it about that activity, environment, situation, task made it painful? Why? Get past the skill of doing it to the passion behind it.

Example - Filling a lot of jobs means spending a lot of time on the phone or in person conducting interviews. While I love the challenge of finding the best candidate, the work is repetitive. I become task oriented versus strategic.

I'm good at interviewing, but when my days are filled with only interviewing I grow bored. It's not what excites me about recruiting. After a day of interviewing, I'm exhausted.

3

Write your weaknesses. What is it about each that makes you procrastinate or avoid these things? This is your weakness.

Example - High repetition with no strategy. I need to see the big picture and know how my tasks add value to the overall goals.

*** In the interview, talk about what you do manage your weakness and have success.