

9. What is the worst or most embarrassing aspect about your career? How would you have done things differently now with 20/20 hindsight?

This is a question to find out if you are introspective and if you learn from your mistakes. The right answer indicates an open, flexible personality. Do not be afraid to talk about negative results or problem issues, particularly if you have learned from them. Dynamic, high-performance individuals learn from mistakes. End your story on a positive note.

10. How have you grown or changed over the past few years?

To discuss this effectively is indicative of a well-balanced, intelligent individual. Maturation, increased technical skills, or increased self-confidence are important aspects of human development. Overcoming personal obstacles or recognizing manageable weaknesses can make you an approachable and desirable employee.

11. What do you consider your most significant strengths?

Know four or five key strengths. Be able to discuss each with a specific example. Select those attributes that are most compatible with the job opening. Most people mention management ability or good interpersonal skills in response to this question. If you cannot describe the specific characteristics of management, such as planning, organizing, budgeting, staffing, etc., do not say you have strong management skills. If you mention interpersonal skills, you should be able to clearly explain what you mean.

12. What do you consider your most significant weakness?

Show by specific example how a weakness can be turned into strength. Balance any negative statement with a positive statement. Be sure to answer the “follow-up” question that they are thinking (and may never ask). That is, “what are you doing about it?” or “how do you work around it?” Example: “I tend to be a workaholic, but have learned to better manage my time.”

13. Deadlines, frustration, difficult people and silly rules can make a job difficult. How do you handle these types of things?

If you can't deal with petty frustrations, you'll be seen as a problem. You certainly can state your displeasure at the petty side of these issues, but how you overcome them is more important. Diplomacy, perseverance and common sense can often prevail even in difficult circumstances.
