

### How to use our strengths and weaknesses list

Identifying and understanding your strengths and weaknesses is critical in CV/Resume and interview preparation. We provide guides for each strength in this list showing you how to improve and capitalise on your strength and then for weaknesses we provide information and help to mitigate your weaknesses.

Once you have watched the presentation and taken the strengths and weaknesses test, open up your strengths and weaknesses report in a separate window. Then come here and click each strength you would like to develop further or learn more about.

### Pro Tips for Talking About Strengths and Weaknesses

At interview, only talk about weaknesses which you can either transform into strengths or you can demonstrate you've managed to overcome through training. **WARNING:** DON'T follow the bad advice of some other sites and use weaknesses such as "I'm a perfectionist" or "I work too hard" - these are very poor answers and when interviewers hear them what they actually hear is "I do not know myself, I'm not self-aware, therefore I will be a bad team-mate or my weaknesses are too big to talk about openly and I will be a disastrous hire" - you don't want the interviewer thinking either of these things.

For a better example, I personally have historically had a problem with 'time management' but I've overcome this through training and use of various systems including something called 'Time Boxing'. I can now talk about this comfortably at interview as it is no longer an active weakness at work, although it still exists in my underlying behaviour as a natural tendency.

It's important that you talk about a weakness which is ACTUALLY YOURS as good interviewers at the better companies will be talented at spotting which weaknesses people are likely to have. If they are using psychometrics (such as the products we sell) then they will actually be forewarned about your likely weaknesses prior to meeting you. You should not be afraid of this - instead, learn your weaknesses and work with a little training to overcome or reduce them - then talk about these efforts you've made when talking about your weaknesses.

When you talk about your weaknesses openly and the training you've used to overcome then what employers/interviewers hear is "I am confident, self-aware and committed to improving myself so I can be of more benefit to my company". That's a far stronger message to get across.

People who are more aware of their weaknesses make better leaders.

To Learn More About How To Become More Self Aware Click Here

## **Understanding Your Own Strengths And Weaknesses**

If you do not know what your factors are in your DISC profile, what the DISC profiling system is or you can't figure out your own strengths and weaknesses from the list below then you should <u>watch this video first</u>.

The strengths and weaknesses list presented below is grouped into 4 sections, for each factor of the DISC profiling system. <u>Learn more about DISC personality types here</u>.

The personality strengths are listed first, in order of Dominance, Influence, Steadiness then Compliance DISC factors followed by the weaknesses in the same order.

For BEST and EASIEST results, <u>take the DISC assessment test</u> which will automatically tell you what your strengths & weaknesses are, plus much more...

# **Strengths List**

## High D - dominance - strengths list

The first factor in the DISC system is Dominance. People with a high D in their personality profile tend to have the following strengths:

- <u>Good at getting results</u>
- Likes to expedite action
- <u>Prepared to venture into uncharted waters</u>
- Enjoys making decisions
- Will question the status quo
- Looks for and takes authority
- <u>Good at trouble-shooting</u>
- Strong on controlling costs.
- Good problem-solver

## High I - influence - strengths list

The second factor in the DISC system is Influence. People with a high I in their personality profile tend to have the following strengths:

- Influencing people to act positively and favourably.
- <u>Contacting a wide variety of people</u>
- Making favourable first impressions.
- Natural verbaliser.
- Exhibiting poise
- Motivating others to act.
- <u>Desiring to help others</u>
- Generating enthusiasm.
- Entertaining people.
- Participating in the community.

• Radiating optimism.

## High S - steadiness - strengths list

The third factor in the DISC system is Steadiness. People with a high S in their personality profile tend to have the following strengths:

- Performing to an acceptable work pattern.
- Sitting or staying at one place.
- Can be very patient
- Likes to develop special skills.
- Tends to concentrate on the task on hand.
- Expresses satisfaction with the job.
- Demonstrates strong loyalty
- Can be calm and composed
- Tends to be a good listener.
- Good at stabilising excited people.

## High C - compliance - strengths list

The fourth and final factor in the DISC system is Steadiness. People with a high S in their personality profile tend to have the following strengths:

- Likes to follow instructions and directions.
- Very interested in quality.
- Good at concentrating on detail.
- Prefers to operate under controlled circumstances.
- Tends to be diplomatic with people.
- <u>Checks for accuracy</u>
- <u>Complies with the rules</u>
- Will adhere to procedure.
- Will seek to avoid trouble.
- Good at criticising performance.

## Weaknesses List

### High D - dominance - personality weaknesses

- May overstep prerogatives.
- Tends to act restlessly.
- Can inspire fear in others at times.
- May override people.
- Can be blunt and sarcastic.
- May sulk if not in the limelight.
- Is critical and faultfinding.
- May not take care of the fine detail.
- Becomes dissatisfied with routine.

• Can resist participation as part of the team.

### High I - influence - personality weaknesses

- More concerned with popularity than results.
- May oversell.
- Can act impulsively at times.
- May be inconsistent in drawing conclusions.
- Tends to make decisions based on surface analysis.
- Can be unrealistic when appraising people.
- May be inattentive to detail.
- Tends to trust people indiscriminately.
- Can have difficulty with time management.
- Can appear superficial.

### High S - steadiness - personality weaknesses

- Likes to maintain the status quo.
- Can take a long time to adjust to change.
- Sometimes has trouble meeting deadlines.
- May lack the ability to prioritise.
- Can be lacking in imagination.
- Tends to like things just the way they are.
- May hold a grudge.
- Sometimes too relaxed.
- May appear to lack a sense of urgency.

### High C - compliance - personality weaknesses

- May be over-reliant on the roles.
- May hesitate to act without a precedent.
- Can get bound up with procedures and methods.
- Sometimes can get bogged down in detail.
- Can be reluctant to accept responsibility.
- Looks for full explanation before changes are accepted.
- Can pass the buck when pressured.
- Will yield position to avoid controversy.
- Can become very defensive at perceived threats.
- Outside own area of expertise can be very easily led.

## 6 tips on tackling the 'What is your greatest strength' interview question

#### Friday, May 27, 2011 at 12:57PM

Questions like "What is your greatest strength?" might seem like pretty standard fare in any interview. However, these questions help employers understand the candidate's self-assessment, self-critical and questioning skills.

Here are on some tips on how to tackle questions about your greatest strength:

- 1. Share a strength that is relevant to the job: Reveal strengths about yourself that are relevant to the job. For example: if you're applying for an editing or reporting position in a newspaper, then traits like sticking to deadlines and eye-for-detail are highly prized. On the other hand, a supervisory position requires highly efficient management skills.
- 2. Avoid drawing parallels to strengths that are irrelevant: Avoid talking about your strength in activities that have no relation to the job. For instance: Don't simply point out that you were a star lacrosse player at school. How does that help with the graphic designer job you're interviewing for? Instead, point out to the discipline and commitment required to become a lacrosse player, and highlight those points as your strengths.
- 3. Elaborate your strengths: It is clichéd to say that you're a great team player. Instead, back the statement up with specific examples from your past experience. If your strength, for example good people skills, helped others achieve their goals, then mention it.
- 4. Ask for specifics: Don't hesitate to ask the interviewer to expand on the question. Are they interested in personal strengths or professional strengths? Is the interviewer analyzing general competencies or technical skills?
- 5. Avoid vague-terms: Interviewers are seldom impressed with phrases like "I can get the team going" or "happy-go-lucky". Instead, use concrete phrases like motivator, positive thinker, leadership skills etc.
- 6. Focus on 2 or 3 core strengths: Before the interview, list down your strengths and choose 2 or 3. Carefully outline your reasons behind choosing them. This will become your answer to the question, "What is your greatest strength?"

People often have a hard time verbalizing their strengths. In an interview, the fear of blowing one's trumpet can lead to an underestimation of skills and strengths. Don't let that be the case. Focus on core strengths and pitch them in a balanced manner to the employer.

Accentuating your strengths, with examples from previous positions, and how they came to benefit your prior employers will be a big plus in your interview.

Remember, to learn more about your own personal strengths, take our DISC assessment test.

Visit <u>www.matiogi.com</u> for more info.