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Hey, I'm rich blaze Vich from amazing job skills.com. And have you ever wondered why some job candidates seem to get job offers from every interview they go into, and other candidates who might be more qualified, who might be more experienced, who might have better credentials just can't seem to get job offers? Well, I'm about to tell you some of the secrets on why some people get offers and other people don't. I spent about 20 years in corporate America. And during that time, I lead recruiting teams, and part of my job was to identify candidates who we'd interview and then also assess candidates during the interviews, to decide who got job offers, and who didn't. And I'm going to tell you some secrets about what makes a winning candidate and what doesn't. And the big difference between candidates who get offers and candidates who don't get offers is the ability to deliver amazing interview answers. And I'm going to show you how to deliver interview answers that are absolutely amazing. For the top three questions that get asked during interviews. But before I do that, I do want to thank the people at grad career festival, they are putting on this wonderful event. And I'm excited for you, you're about to learn a whole bunch of useful stuff. Hopefully, you're seeing quite a few of these webinars. And hopefully, you're building some of the skills you'll need to get the job offers you want. So I'm going to jump right into what the top three interview questions are the most common interview question and the question that most interviews start with is, tell me about yourself? Or can you tell me about yourself? Or can you walk me through your resume? Or tell me a little bit more about who you are?



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I'll tell you how to answer that question. Because you can absolutely expect that questions are going to come up so you should be prepared for it. Another very common question is, what's your biggest accomplishment? And what they want to do when they asked you this question is to see if you're a results oriented person who can come into their organization and accomplish big things. And then a question that's really tough for some candidates is, what's your biggest weakness? And that stumps candidates, because they're not sure what the employers are looking for? And I'll tell you how to answer that question. So let's jump in with the first question. The first question is, tell me about yourself. And recruiters asked this question, really to set up the interview, they want to get a gauge on what your skills are, how good you are at communicating, and just overall set the tone for the interview. There's a framework I absolutely love for answering this interview question. And that framework is called the pen framework. And pen stands for passion experience. Next. So when you go into an interview, and somebody says, Hey, can you tell me about yourself, I recommend you start with a passion. Tell them something you're passionate about that relates to the job you want. Then tell them what experience you have related to the job you want. And then tell him what you want to do next, here's how it might look. If I wanted to go into a teaching interview, to get a teaching job, I might say, Hey, I'm very passionate about explaining things in very simple ways that students can understand. Here's some experience I have doing that. As a student teacher, I specialized in tutoring students who were having a challenging time. And what I would do is I would start by assessing the needs of the students, then I would go through and create a customized learning plan for them. And I would explain things in ways that students really grasped the difficult concepts. And as a result, I was able to get all of the students that I tutored, who were performing below level up to level with their classmates. And now what I want to do next is I would love to find a teaching job where I had the opportunity to explain things to students day in and day out. And I'm hoping that that will be with your organization. So what I did there is I picked a passion that was related to the job that I wanted. I told them what experience I had related to that passion. And I told them what I wanted to do next. And here's the trick to what you want to do next, what you want to do next is you want to do the job that they are hiring for. So make sure you and your Tell me about yourself answer with Yes. Now I'd like to build this skill or I'd like to pursue my passion. And I'd like it to be in your organization in the job that you're hiring for. So I recommend take some time, practice your passion experience Next, you know that interview question is going to come almost every interviewer in almost every job interview will ask Tell me about yourself. It works just as well if they ask, walk me through your resume, if they say hey, can you walk me through your resume? I recommend start with a passion. That'll be your theme and that's how they're going to remember you They'll say, Oh, yeah, that was the person who had a passion for taking complex issues and breaking them down and explaining them simply, or that was a person who had a passion for finding creative solutions to challenging problems, or a passion for analyzing data and identifying

opportunities. Whatever the passion is that you have, that relates to the job that you want, use that as a lead in for this question. And then if you're walking them through the resume, point out places in your resume where you demonstrate you have experience, pursuing that passion, and then finish the walk me through your resume with Now what I'd like to add to this resume is I would like to come work for your organization, in the role that you're hiring for, because it is an absolute perfect fit for what I would like to do next. So that's the first question. Can you tell me about yourself? The next question is, tell me your biggest accomplishment? And this is intended to be a softball question. This is intended to be a question that we give to interview candidates. And then the candidates can say, Alright, I'm going to tell you why I would be amazing at doing the job that you're hiring for. So I have two tips for this. The first tip is answer with an accomplishment that relates to the job that you want. And then the second tip is use a very clear, compelling framework. And many of you might have heard of the star framework, I'm going to show you how to use the star framework to answer this question. So if somebody asked me, what's your biggest accomplishment? Let's say I'm applying for a career counselor job, then I would want to pick a story that demonstrates that I could be a great career counselor. So let me show you how



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I'd answer that question. I would start with, well, when I was in business school, I was studying human resources. And I was also a member of the human resources club. My task within that club was to help members get ready for job interviews. So the first thing I did is I surveyed the students, my fellow students, and I found out in what areas were they strong, and in what areas were they weak, and what were their interests in terms of pursuing employers and building their interview skills. Then I built a curriculum in which we formed interview groups, and we had lists of questions, and we would practice those questions. And then I also invited employers in to conduct mock interviews. So we had a chance to prepare with the employers before the actual interviews. And as a result, the students who were participating in my program had an average of 1.6 more job offers than people who weren't in my interview group program. And they had 1.2 more job offers than candidates who were in the Human Resources club the year before. So I would have to say my biggest accomplishment is building out a new capability within our human resources club in school, so that students could get more jobs. And that's what I'd like to do in my career is I'd like to help people get the jobs that they wanted. And that involves assessing their skills and their interests, building out a curriculum, and then giving them an opportunity to practice since it worked within the human resources club in college. And I was able to accomplish that. I'd like to build on that and accomplish even more in the next role that I go into. That was a really good answer, because that person clearly understood the job they were applying for. And they found an accomplishment that was

related to that job. And the beauty of the star story is it makes it really easy for the interviewer to follow along with what you're telling them. I've had so many people who have tried to answer What's your biggest accomplishment, and they haven't framed it up, they might say, Oh, I was the leading scorer on my basketball team. Great has nothing to do with the job you're applying for unless you're applying to be a basketball star. I've also had people say things like, Oh, my biggest accomplishment was getting into this business school, while everybody else I'm interviewing today got into this business school. So pick an accomplishment that really is an accomplishment, and then frame it up into a story where they can see what situation were you in? What task were you trying to accomplish? What actions did you take? And what result did you get? So that's question number two, give me great star story. Question number three is a really tough one. And that question is, what's your biggest weakness? When an interviewer asks you what your biggest weakness? They're trying



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to figure out two things. One is, are you self aware? Do you realize that as a human being you actually do have weaknesses? And then two, are those weaknesses going to impact the work that you do?



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So there are two ways I recommend you answer this and actually, there are two different options. So pick option one, or Option two. Option one is answer with a weakness that you are overcoming. So here's an exam. of how I might answer that, what's your biggest weakness? Well, my biggest weakness in the past has been, I have trouble delegating tasks, because I like to make sure things are done right. So let me give you an example of what I'm doing to overcome that. I recently joined a club and they elected me president of the club. And rather than doing all of the tasks myself, I worked really hard to separate different tasks, find different people in the club, who could accomplish those tasks, set a clear vision and objective for them, and then just follow up with them to make sure they're actually doing the things that need to be done. And in situations where they weren't doing what they were supposed to do, instead of picking it up and doing it myself, I was very careful to explain to them what was needed, explain to them how to do it, and then back off and give them the opportunity to do it. And as a result, I'm finding I'm a much more effective leader, because not only are things getting done, because I'm monitoring people who are doing it, but also those people are building skills, and they're better able to accomplish their goals. That's a great answer, because the person showed, they really do have a weakness, having difficulty delegating tasks is a weakness. And they put very clear

steps in place to overcome that weakness. You'll also notice that I use the star story framework, the situation was they were elected President of their club, their task was they wanted to get club duties accomplished. Their actions were they set a vision, they broke down the tasks, and they followed up with the people they delegated the task to, to make sure they were getting done. And as a result, the organization accomplished more. And those people built their skills. So great way to approach What's your biggest weakness, find a weakness, that's a weakness and show how you're overcoming it. The other way to answer this is give them a weakness that has nothing to do with the job that you want. So when I was interviewing for marketing jobs, I would say my biggest weakness is I'm not particularly good at doing repetitive tasks. As a matter of fact, I've been in roles where I've been the treasurer of an organization, and that involves a lot of repetitive tasks in terms of booking repetitive transactions, and just following a process step by step by step and not deviating from that process. And what I found is, that's not a strength of mine, not as actually as a weakness of mine. So now what I'm doing, as I'm finding your career path, where it's not about repetitive tasks, it's about creativity. And I'm looking for opportunities, where I can get into a role where I can find new ways of doing things and be innovative and be creative. And then if that role involves repetitive tasks, what I'll do is I'll find somebody on the team who is good at that. And I will delegate to them and follow up with them and encourage them so that they play to their strengths. And I also play to my strengths. So that's a great answer for somebody who's applying to a marketing job, because they've shown that their weakness is something that isn't really needed in that job. If that person was applying to a job that required repetitive tasks, that would be a terrible weakness. So those are your two options. When you're answering what's your greatest weakness, one, pick a weakness that's really weakness, and show how you're overcoming it, to pick a weakness that is not needed for the job you're being hired for, and show that if you ever had to do that type of job. You try and find somebody who's good at it and persuade them to help you with it. So those are three very common job interview questions. Just to recap, when somebody asks you, can you tell me about yourself, use your pen framework, tell them what you're passionate about, and pick a passion that's related to the job. Tell them what experience you have that's related to that job. And tell them what you want to do next, which is you want to work in the position they're hiring for. If they ask you what your greatest accomplishment, then tell them, here's the situation I was in, here's the task I was trying to accomplish, here's the actions that I performed. And here's the result. And here's why that result is something I consider to be my biggest accomplishment. And pick a story that relates to the job that you want to go into. And then finally, your greatest weakness. Option one is pick a weakness that you're clearly overcoming. Option two is like a weakness that has nothing to do with the job that you want. So I'm going to take a few questions. The first question is using these frameworks and practicing ahead of the interview, is that cheating? And the answer is absolutely not.



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When I was a corporate recruiter, I wanted to find the candidates who would come in prepared. If you come into an interview, and you're not prepared. I think you're not going to prepare for the job and you're not going to put effort in to do a good job if we employ you. So it's not cheating to prepare. It's not cheating to use frameworks. It is absolutely the best way to demonstrate that you can be a great employee and you can be a great choice for the position they want to fill. Another question is Isn't it commonplace? Doesn't everybody use these frameworks? And the answer is absolutely not. I wish they did when I was hiring, I would have loved to have found every candidate using a clear framework for telling me about themselves. And using star stories in a way that it was clear what the situation was the task they were trying to accomplish, the actions they took, and the results that they got another question, is our results important? And absolutely, I've had so many candidates who come in, and they answer the interview questions, but they never tell me what results they got. So here's a trick. If you're preparing for an interview, and you're trying to build out your star stories, start with the results. Think about what are the biggest things you've ever accomplished in your life? What are the biggest things you've done during jobs during organizations that you've been in, you've accomplished academically you've accomplished personally, and use those as your starting point on your star story. So start with the result. And then back into what situation were you in? What task were you trying to accomplish? What actions did you take? And what results did you get? And what you'll find is if you start with your biggest results, then you'll have your best stories ready when you go into job interviews. Hopefully this has been helpful. Hopefully now you have a better idea of how to answer these three job interview questions. If you want more resources, then please go to my website. My website is amazing job skills calm, you'll find books that I've written about job search and job interviews. You'll also find links to online classes. So I have a variety of online classes available on different platforms, including Udemy, including Skillshare, including other common platforms that are available for online classes. And the best book I found Actually, I'll tell you a quick story. When I was on a recruiting team for the company I worked for, I would meet students, and they wouldn't be prepared for job interviews. So I tried to find a book that would give them good tips on how to frame up their interview answers. And I couldn't find a good book, there didn't seem to be a book out there that laid it out in a very clear, compelling way. So I wrote a book. So if you want a book that gives you more tips on how to answer interview questions, please check out my book. It's called amazing interview answers. And you can find it anywhere you buy books. So it's on Amazon, Barnes and Noble. Apple books, Google Books, Kobo, wherever you buy books. There's also a really good audio version. So if you like audio books, please check it out. But it's called amazing interview answers. I hope this helps. If you want to reach me, then just send me an email at Richard be at amazing job skills calm, and I hope things go well for

you. I hope that you're able to find the job that you want. And hopefully some of the tips I've given you can help with that.