



WORKSHEET

YOUR PERSONAL SWOT ANALYSIS

Complete a personal SWOT analysis to identify YOUR Strengths, Weaknesses, Opportunities, and Threats.

Strengths	Weaknesses
<p>In a world where each of us must accomplish many different things in so many areas, your first step is to discover your strengths. How do you find your strengths? Subconsciously, you may find yourself gravitating towards one or more aspects of yourself when conducting workplace tasks that excite and energize you. Note these! Pay attention to your expertise in various areas and in which areas you shine -- where you are the go-to person on that topic or activity.</p> <p>The most important strength are the ones that will define your success in any interview or job. They are the technical strengths which are specific to your job, as well as strengths related to your personality and drive. Everyone has a set of strengths that, when combined, create the unique character that is YOU. Ace your interview by demonstrating your unique strengths.</p>	<p>This is difficult! Interviews are all about selling yourself and your strengths.</p> <p>Even though you are being hired for your strong skills, your future boss will not expect you to be perfect! In fact, they want to understand how you handle new and difficult situations, how you accept feedback and what your approach is when asked to improve upon something. Indeed, it is more than naming something you are not good at.</p> <p>The key to this answer is to talk about a weakness which is a real weakness, but not a deal breaker for the job. Talk about something that is hard for you but on which you are working and making progress. When discussing your weakness, illustrate your drive, grit and growth. Perhaps even how you have learned from a failure or from feedback.</p>
Opportunities	Threats
<p>Opportunities will highlight areas where your personal skillset shines. Demonstrate that you know about opportunities for the organization and that you are uniquely prepared and positioned to take advantage of the opportunities to move the organization forward. Your research of the organization will have uncovered its weaknesses. During the interview, link opportunities to the organization and you will no doubt impress the interviewer with your ability to tailor your answers to the organization's pain points.</p>	<p>Threats are external forces that represent risks to you in the workplace or role. You will always face threats at work, including a large workload, challenging stakeholders or a short deadline. Consider how you work to minimize risks or threats. For example, ensuring you actively manage your work/life balance or using tools to help you with time management.</p> <p>By understanding your personal threats, you will put yourself in a better position to avoid them altogether, and therefore perform better in your interviews.</p>



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Identify YOUR strengths, weaknesses, opportunities, and threats.

STRENGTHS:

What type of person am I? What type of employee will I be? In what ways can the organization rely on me to get things done? What drives me to be successful?

Potential Examples:
Communication
Organization
Determination

WEAKNESSES:

How do my weaknesses impact my ability to perform in the job for which I am interviewing? Can the organization rely on me to do the job despite the weaknesses I identified? When I struggle with an activity, how do I overcome the problem? What tasks do I usually avoid because I don't feel confident doing them?

Potential Examples:
Indecisive
Low Confidence
Handing-Off Work

OPPORTUNITIES:

What trends do I see in the industry? How can I show the organization that I am an expert on that trend or have the skills to become an expert? What skill(s) do I have which will lead to me being able to carry out the job to a high standard compared to my peers?

Potential Examples:
Specialization
Your Ideas
Value to Add

THREATS:

What external forces inhibit my ability to create an impact and add value? What can I do/ do I do to minimize these risks?

Potential Examples:
Managing Priorities
Lack of Influence
Changes in Tech.