

# 透析外企面试(2): 如何回答负面问题(上)

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**在**面试过程中，主考官常常会问一些负面问题，借此换一个角度来了解应聘者。这些负面问题通常涉及应聘者的缺点、工作中的不足以及对以往雇主的评价等。这些问题对于应聘者来讲比较棘手，回答是否妥帖可能直接影响主考官对应聘者的印象。那么除了依靠自身的智慧，还可以通过哪些方法来巧妙地回答此类问题呢？通常情况下，应该遵循以

下五个答题原则：(1)听懂问题。若没有听懂问题，应聘者可以礼貌地要求主考官重复问题。(2)诚实回答。切莫撒谎或夸夸其谈。(3)态度积极。以积极向上的思维回答问题。(4)回答切题。忌拖沓冗长，拐弯抹角。(5)思路清晰，结构明确。对于负面问题，除了这些基本原则，还需要一些技巧。以下列举了一些面试中常见的负面问题，并就每个问题提供了应答思路和参考回答。

## 评价自己的缺点



### 1 What are your weaknesses?

**应答思路：**对于这一问题，常见的答题误区是提供不是缺点的缺点或不相关的缺点。例如：“Perhaps I’m too honest” “Well, I think sometimes I like being quiet” “I’m kind of a perfectionist” “I’m too straightforward” “I’m too young” “My English is not good” “I would say I’m a bit of a workaholic” “I enjoy working very much” “I’m not very good at public speaking”。这类回答不仅误导主考官，也让提问本身失去了意义。正确的答题思路是如实说明自己的缺点，

更为重要的是告诉主考官你是如何克服或打算如何克服这一缺点的。

**参考回答：**I was not good at working with the market research staff when I started my job, mostly because I hadn’t done well in market research during college. What I decided to do was enroll in a market research seminar, which really boosted my confidence. Now I don’t feel at a disadvantage when I meet with the research group.

## 阐述以往工作的不满意之处



### 2 What did you like least about your previous job?

**应答思路：**应聘者不应一味从字面上来回答这一问题。在简要阐明具体问题后，应聘者应该重点说明自

己是如何解决这一问题的，或自己为解决这一问题做了哪些贡献。如何解决问题才是主考官真正想听的回答。

对于应聘者而言，这本来是一个棘手的负面问题，但按照这一回答思路，应聘者则能以积极的方式展示自己善于解决问题的能力。

**参考回答：** What I liked least about my last job was that the management style was pretty hands-off, and this was fine for me because I am self-motivated and work hard.

But the lack of structure sometimes allowed some of my teammates to slack off from time to time, and I often ended up having to pick up the extra work. Later I told my manager what was going on. In the end, he changed the management style, and it worked out very well.

### 介绍雇主对自己工作不满意的例子



**Tell me about a time when your employer wasn't happy with your job performance.**

**应答思路：** 此类问题的答题思路和第二题相似，应聘者应当如实陈述问题所在，然后以积极的方式强调自己是如何改正和提高的。正所谓：人非圣贤，孰能无过。若应聘者对自己的缺点闭口不谈，那他就失去了一个让主考官了解他的机会，甚至失去所应聘的职位。

**参考回答：** That would be during my first week on the job as an assistant. I gave Mr. Green two letters that had mistakes in them. Frankly, I had been a little bit careless, but that's the only example that comes to mind. Ever since I have been careful with all the work I've done. Mr. Green did often tell me that he was very happy with my work.

### 讲述自己表现不令人满意的工作项目



**Tell me about a project in which you were disappointed with your personal performance.**

**应答思路：** 参考第二、三题的答题思路。

**参考回答：** In my last job, I had to analyze all of the bids from suppliers and present recommendations to our Project Manager. Some of the suppliers did not present the bids on time, which caused a delay in my final report. By the time I presented the report to the Project Manager, it was too late. In hindsight, I should have worked more closely with the suppliers and asked them to present the bids

on time. Ever since, I've paid more attention to performing tasks in a timely manner.



### 介绍以往完成得最失败的工作



**What was your biggest failure in your previous job?**

**应答思路：** 应聘者可以按照以下三个步骤来回答此类题目：(1)简要说明自己的失败之处；(2)说明失败的原因；(3)强调自己从失败中吸取的教训。

**参考回答：** I wasn't able to keep a good employee once who had been in our department for three years. His new job responsibility required him to use computer skills.

I offered to send him to night classes, but he refused the help. I had no option but to remove him. In hindsight, if I had encouraged him to attend training earlier, he would have had no problem with the new duty. Now I often encourage my group to attend seminars and courses to update their job skills. 📖