

# Personal Legal Adviser Job Interview Questions And Answers



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# Personal Legal Adviser Interview Questions And Answers Guide.

## Question - 1:

Tell me what do you look for in a job?

### Ans:

The employer isn't really interested in what you are looking for: they are interested in what they are looking for. Fit your answer to their needs and focus on the benefits you can bring to the organisation.

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## Question - 2:

Tell me how did you do in your third-level studies?

### Ans:

Emphasise your best subjects and highlights of your studies. If grades were average, talk about leadership or jobs you took to finance your education.

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## Question - 3:

What do you know about our organisation?

### Ans:

Show you have gone further than just reading their website. Mention what you have read about them in the media; talk about products, services, history and people, especially any friends that work there.

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## Question - 4:

Tell us who is your typical client?

### Ans:

You don't want actual names, so this question does not violate attorney-client privilege. What you want to find out is whether the average client is an individual or a business and whether the average job resembles what you need done, both in terms of the legal matters being covered and, when applicable, the dollars involved. If you have a big estate and fear lawsuits, so that you want to set up an asset-protection trust, you don't want to be working with an advisor whose idea of asset-protection is an ordinary estate plan and protecting life savings from Uncle Sam. You're looking for someone who can make you virtually "suit-proof," and the difference is huge.

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## Question - 5:

Why do you want to leave your current employer as Personal Legal Adviser?

### Ans:

This should be straightforward. Reflect positively on your current employer but state how you are looking for more challenges, responsibility, experience and a change of environment. Explain how your current role can no longer provide you with these things, but how you believe the role on offer presents an opportunity for growth that will make full use of your strengths and potential.

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## Question - 6:

Tell me why do you want to work for us as Personal Legal Adviser?

### Ans:

Be honest: this will allow your enthusiasm to come across. This is also a chance to demonstrate the research you have done about the company.

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**Question - 7:**

Tell me why have you chosen this career?

**Ans:**

Show what motivates you. Explain why this sector appeals to you and use any work experience you might have to back this up.

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**Question - 8:**

Tell me what kinds of people do you find difficult to work with?

**Ans:**

Again, this answer should reflect company values, for example, by showing that you are a team player.

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**Question - 9:**

Tell me will anyone else from the firm be working with me?

**Ans:**

You're the one paying the bill, and you want to get what you pay for. If the lawyer uses paralegals or junior partners to do the work, you should find out just how involved your attorney intends to be. It's dumb to pay for a figurehead. You also want to find out what, if anything, the involvement of others does to your projected costs; it can push costs up or keep them reasonable, depending on circumstances.

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**Question - 10:**

Tell me what is the most difficult situation you have faced at work?

**Ans:**

The interviewer is trying to find out your definition of 'difficult' and whether you can show a logical approach to problem solving. Select a tough work situation that was not caused by you. Explain the way you approached the problem, including the actions you took and the solution you applied to overcome the problem. Give your answer with the air of someone who takes setbacks and frustrations in your stride, as part of the job.

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**Question - 11:**

Tell me how can I reduce my costs?

**Ans:**

Find out if there are ways for you to minimize costs. In some situations, it may involve your doing the legwork to find certain documents or to drive documents around yourself, rather than relying on a courier service. The smaller a lawyer's practice, the more he or she will value your ability to do some of the menial chores on your own, and the savings will be very real.

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**Question - 12:**

Tell me about a time where you were asked to do the impossible?

**Ans:**

The interviewer is testing your problem-solving skills and how you manage pressure. Find an example of a task, at work or during your studies, which at first seemed impossible and show how you used your skills to resolve it.

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**Question - 13:**

What are your goals for the future as Personal Legal Adviser?

**Ans:**

A sense of purpose is an attractive feature in an applicant, so this question is designed to probe your ambition and the extent of your career planning. Your commitment is also under question, but avoid blankly stating that 'I want to be with your company'. Instead, describe how your goal is to continue to grow, learn, add value and take on new responsibilities in the future that build on the role for which you are applying.

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**Question - 14:**

Tell us what have been your achievements to date?

**Ans:**

The interviewer wants to know if you are a high achiever and ascertain how your accomplishments will be beneficial to them. Select one or two recent accomplishments that are directly related to the job on offer. Identify the situations, the actions you took, skills you used and the positive outcomes; quantifying the benefits where possible. Show how you can bring what you learned to the new role.

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**Question - 15:**

Tell me could I get contact details for some recent clients to use as references?

**Ans:**

Attorney-client privilege can make this sticky sometimes, but someone who can act as a reference and say how the lawyer deals with clients will help cement your



decision.

If the lawyer won't give you the names of clients, ask for professional references, perhaps the names of lawyers to whom he makes referrals. When you call those colleagues, do not identify the person who gave you his name at first, saying, "I was told you could be a reference for my attorney. I was wondering who you consider to be the best attorneys in town." If your lawyer's name comes up, then ask why the reference feels that way. If it's not on the list, ask why not.

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### Question - 16:

Tell me beyond a law degree, what professional credentials do you have?

**Ans:**

Law is not an area where you must see specific credentials to feel comfortable with a practitioner. The law degree and license speak volumes about someone having achieved the minimum standards for competency.

Still, there are some legal specialties, such as a "certified tax lawyer" or "certified civil trial lawyer." While there are major trade groups like the American Trial Lawyers Association that have developed credentials, most national specialty law groups are membership organizations, rather than education/credentialing institutions.

Thus, you may need to distinguish between whether the lawyer is a member or a certificant.

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### Question - 17:

Tell me if you weren't successful for this position what other roles would you be applying for?

**Ans:**

The best answers are similar roles in similar companies to the one on offer. Even if you are toying with many different ideas on jobs, don't show this as it lets the employer know that you haven't worked out what you really want yet. This is also a question recruiters ask to find out what other interviews really good candidates have in the pipeline so they know the time frame for a job offer.

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### Question - 18:

General Legal Advisor interview questions:

**Ans:**

- \* What do you know about our products/services?
- \* Do you need additional training?
- \* Tell me about the problems you have had living within your means.
- \* What major challenges and problems did you face?
- \* Will you take a psychological examination as a condition of employment?
- \* What would you do if you were fired in two years?
- \* What was your biggest failure?

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### Question - 19:

Difficult Legal Advisor interview questions:

**Ans:**

- \* What kind of people do you find it difficult to work with?
- \* What was the most rewarding experience at work?
- \* What new skills have you learned or developed recently?
- \* In what way did this type of work interest you and how did you get started?
- \* What would you like to be doing five years from now?
- \* Why haven't you found a position before now?
- \* Walk me through the important points on your resume.

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### Question - 20:

Behavior-Based Personal Legal Adviser Job Interview Questions:

**Ans:**

- \* Tell me about a time you solved a difficult problem that could have had significant impact.
- \* Describe the most difficult decision you've made in the last 6 months.
- \* Tell me about a time you took initiative to do something that needed to be done, even though it wasn't really your responsibility
- \* Describe an important goal you have achieved, and how you achieved it. Tell me about set-backs you experienced.
- \* Describe a time when you had difficulty communicating your thoughts clearly to an individual or group.
- \* Tell me about a time you voiced a concern or disagreement to a coworker, supervisor, or professor.
- \* Tell me about a situation in which you had to collaborate with several people to achieve a goal.
- \* Describe your most disappointing experience. How did you cope with it? What did you do to move beyond it?
- \* Describe a time when you were faced with a stressful situation that required coping skills.
- \* Give me a specific example of a time when you convinced your supervisor or professor of an idea. How did you accomplish this and what was the result?
- \* Tell me about a time when you took on a leadership role.
- \* Tell me about a time you provided excellent customer service.

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### Question - 21:

Personal Attributes based Personal Legal Adviser Job Interview Questions:

**Ans:**



- \* What qualities do you feel are most important for a successful legal assistant?
- \* What is your greatest strength? Greatest weakness?
- \* Can you give me an example of a situation where you needed to deal with multiple priorities at once and how you deal with it?
- \* How do you deal with stress?
- \* Do you work well under pressure?
- \* Do you enjoy working as part of a team?
- \* How do you deal with sensitive or confidential information?
- \* Can you give me an example of a situation where you demonstrated an eye for detail?

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### Question - 22:

Group based Legal Advisor interview questions:

#### Ans:

- \* How do you communicate goals to subordinates?
- \* Did you have faults as a leader? Describe the situation.
- \* What is your expected salary?
- \* If you were hiring a person for Legal Advisor job, what would you look for?
- \* Example when you were able to successfully communicate with another person.
- \* Give examples of steps taken to make each team member feel important.
- \* Why did you leave your last job.

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### Question - 23:

Education and Experience based Personal Legal Adviser Job Interview Questions:

#### Ans:

- \* Which areas of law are you most interested in?
- \* Why did you decide to become a legal assistant?
- \* What subject did you like the most at school? Why?
- \* Which subject did you like the least, and why?
- \* What made you choose to attend [name of school]?
- \* How has your education prepared you to work for us?

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### Question - 24:

Behavioral based Legal Advisor interview questions:

#### Ans:

- \* What was the last book you read?
- \* What research have you done on our firm and our industry?
- \* What would you do differently if you were in charge of this company?
- \* How do you define arrogance? Are you arrogant?
- \* Can you work without supervision?
- \* What clubs do you belong to?
- \* What management style do you prefer?

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### Question - 25:

Panel based Legal Advisor interview questions:

#### Ans:

- \* Why did you leave your last job.
- \* How many Legal Advisor projects do you work on at once?
- \* Example when you were able to successfully communicate with another person.
- \* How do you see this Legal Advisor job developing?
- \* Have you ever had difficulty getting others to accept your ideas?
- \* When you are not studying or working, what types of activities do you enjoy?
- \* What are your strengths?

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### Question - 26:

Phone based Legal Advisor interview questions:

#### Ans:

- \* How would you describe yourself?
- \* What qualities do you like in a supervisor?
- \* What would your previous supervisor say your strongest point is?
- \* What are your outstanding qualities?
- \* What sort of decisions are easy for you to make?
- \* What personal characteristics do you think lead to success in this job?
- \* What is your definition of intelligence?

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### Question - 27:



Typical Personal Legal Adviser Job Interview Questions:

**Ans:**

- \* What motivates you?
- \* Why did you choose this career?
- \* How do you work under pressure or stress?
- \* What do you consider your greatest achievement?
- \* Tell me about a mistake you made and what you learned from it.
- \* Give me an example of your organizational skills.
- \* What's the most creative idea you've ever had?
- \* How will you evaluate your success after you graduate?
- \* Describe your work ethic.
- \* Tell me about someone you have a lot of respect for.
- \* Give me an example of a time you learned something new.
- \* What does diversity mean to you?
- \* Give me an example of a time you provided excellent customer service.
- \* What do you like best about our company/organization?
- \* What do you think would be most challenging about this position? Most rewarding?
- \* What five adjectives best describe you?
- \* Why did you choose the major you did?
- \* Give me an example of a time you worked on a team and what role you played.
- \* Give me an example of a time you set a goal at work or in school. How did you accomplish your goal? Were you satisfied with the outcome?
- \* Tell me about extracurricular activities you participated in, what role you played, and what you gained from them.
- \* Tell me about a situation where you had to resolve a conflict with another person. (See Behavior-Based Interview Questions for tips.)
- \* What did you like most about your previous job? Least?
- \* Describe your work style. What work environment best suits you?
- \* Describe the best supervisor you've ever had. If you could make one suggestion to that supervisor, what would it be?
- \* If I called a previous supervisor or a professor, what would they say about you? What would they say are areas you could improve in?
- \* What are your short- and long-term career goals? What are you doing to achieve those goals?
- \* Where do you want to be in 3 to 5 years?

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**Question - 28:**

Explain me about a successful team project that you have been involved in. What was your role and what made it a success?

**Ans:**

The interviewer is trying to gauge your interpersonal skills and team contribution. Outline the project objectives, your responsibilities, the actions you took to assist the group and the successful results. Provide evidence of how you were a keen collaborator and how your contribution was critical. You also want to demonstrate that you value teamwork and understand its key attributes such as honest communication, a shared purpose and effective problem-solving.

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**Question - 29:**

Tell me you would be working in X department, we recently had X issue occur. How would you have dealt with this?

**Ans:**

The interviewer is looking to see if you can think and act quickly, and that you really are knowledgeable in this field. This can be a challenging question that puts you on the spot. A good response if you cannot immediately relate to that issue is to speak about a crisis you may have dealt with in a previous role and the outcome once you resolved the issue.

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**Question - 30:**

Explain some situations in which you have worked under pressure or met deadlines?

**Ans:**

Behaviour-related questions aim at assessing how closely you match the competences or personality traits required by the job. Use this opportunity to highlight success from projects, sporting or social activities.

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**Question - 31:**

Please explain me a situation in which you solved a problem?

**Ans:**

For this question it's a good idea to think of a fairly recent example and pick a problem that is similar to the challenges you'd face in the job you're interviewing for. Using the Star technique, start by explaining the task in no more than a few sentences while giving sufficient detail so the interviewer can understand the challenge involved. "Next describe the action you took, the process you followed and the steps you completed, remembering to be clear about the part you played in the result. "The result is the most important part of your answer as a successful outcome proves that your actions were effective. If possible, detail statistics or figures which highlight the magnitude of your success, mention positive feedback you received and talk about what you learned and how this learning will help you in the job."

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**Question - 32:**

What are your strengths as Personal Legal Adviser?

**Ans:**

The interviewer wants to know what you are particularly good at and how this would fit into the role. Choose a few of your key strengths that are required for the role and give examples of how you have demonstrated them successfully in the past. Strengths could include the ability to learn quickly; composure under pressure; ability to multi-task; team focus or your ability to work autonomously.



The interviewer wants to see that you have composure, problem solving skills and can stay focused in difficult conditions. Give an example of a time when you were faced with a stressful situation (not caused by you) and how you handled it with poise.

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### Question - 33:

Tell me how often will I hear from you?

#### Ans:

You want to make sure that the lawyer's idea of the appropriate amount of time to spend with you is similar to your own. If you need hand-holding and a call from your attorney every day, then a lawyer who calls only when there is action on the case may not be active enough. This question forges your expectations for the relationship, helping to set a standard that the lawyer will have to meet for you to feel he is living up to his promises.

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### Question - 34:

Tell me how are fees charged? How much are your fees and for what are they paid?

#### Ans:

With all of the ways lawyers bill clients, you want to know specifically what is involved. You are always entitled to an itemized bill for the lawyer's services, but you would prefer to know in advance how fees are calculated.

Some lawyers are always on the clock, meaning that your call to check with a lawyer on your case sets the clock in motion, as do your few minutes of small talk with the attorney. You do not want to be racking up charges while talking to your attorney about his family. Find out the ground rules for being charged. Will a five-minute phone call show up on your bill, or is that a free part of the lawyer's service? If you are charged, what's the rate going to be? Will you pay to have copies of important papers mailed to you?

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### Question - 35:

What's the most difficult situation you ever faced in a job?

#### Ans:

Prepare ahead for this question by thinking of a story that has a positive ending - both for you and the company.

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### Question - 36:

Tell me where do you see yourself in five to 10 years' time?

#### Ans:

In this question interviewers are looking to assess your long-term planning. The perfect answer depends on your personal aspirations and the job role. A good answer to this question will illustrate a growth in your skills, experience and responsibilities during this period.

To prepare for this question research what a reasonable career path in your role would look like in five years' time. Don't be overambitious as it will look like you are rushing past the first role. Instead, emphasise your enthusiasm for the current position and look to the next steps for building your career.

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### Question - 37:

Tell me what do you know about us as a company?

#### Ans:

The interviewer is looking to see if you have performed any research about their business; they are looking to see if you have done more than just view the homepage of their website. Do a Google search on the company and find some interesting information such as awards won or a particular newsworthy article written about them. Look for information that is not on their website - that shows you have gone a little deeper than most people do.

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### Question - 38:

Tell me how can I terminate this relationship if I am not satisfied?

#### Ans:

Never enter any financial arrangement without knowing how to get out of it. Depending on why you need a lawyer and what kind of agreements you signed, you may just be able to walk away. If, however, a lawyer has invested hours on you and you then pull the plug, expect some charges and possibly some unpleasantness as you head for the door.

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### Question - 39:

Tell me how long have you been practicing and in what areas of the law do you specialize?

#### Ans:

That's particularly true of law, where one misstep could put you on the wrong side of a judgment. Find out the scope of the practice, whether your current needs are a good fit either for the individual lawyer or the firm. It's not that a patent attorney can't write up a good will, but you might have regrets when someday you discover what years of practicing intellectual property law have done to his skills as an estate-planning attorney.

If a lawyer has several specialties, ask how her workload is divided between those areas of the law. A lawyer might do real estate contracts and estate planning, for example, but her business may be heavily weighted toward the former; if you come in with a complex estate situation, she may not have the depth of experience you want, even though estate planning is supposed to be one of her specialties.

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**Question - 40:**

Tell me what is your greatest achievement?

**Ans:**

Think of something you are proud of and how it developed you. Highlight the skills it has given you relevant to the job.

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**Question - 41:**

Why should we hire you as Personal Legal Adviser?

**Ans:**

Always be ready to answer this question in three parts, advises interview coach Jon Gregory. "First, make it clear that you believe you meet all of the role requirements. Second, back each of these skills up by identifying one or more relevant examples of how you've demonstrated that skill."

Finally, demonstrate you're someone who is proactive and has identified problems or opportunities in the past and then personally took the decisions and actions which led to a successful result.

"By showing you made things happen, you're portraying yourself as a self-starter with a high level of initiative. Few candidates do that well, so you can make the job yours with a great answer."

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**Question - 42:**

Explain me a situation in which you led/worked in a team?

**Ans:**

The Star technique is again a good method for answering this question. "A good team leader has to avoid being too bossy. Rather, they need to be great listeners, top-down strategic and knowledgeable about their area," says CV writer and interview coach Victoria McClean. It's therefore important you show these skills in your answer. "You also need to understand your team members' differences and strengths - delegating accordingly - and have ways of communicating their vision. It's about coaxing and mobilising others," she adds.

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**Question - 43:**

Tell me why are you interested in working for [company name]?

**Ans:**

Resist the temptation to say "I want a job" - even if it's true, says Corinne Mills, managing director of Personal Career Management. "The employer is gauging whether you will take this job if offered and, if so, whether you are likely to stay for any length of time. If you appear ambivalent, they will be reticent about hiring you."

Empty assurances such as "this seems a nice place to work" are unlikely to be enough to reassure them, says Mills. "So do your homework beforehand. Find out things about their products, services, expansion plans, and working culture that appeal to you and which also show you in a good light for the role. For example: 'You've run some great innovative campaigns and I would love to be part of that creative thinking'. Deliver this confidently with good eye contact and energy."

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**Question - 44:**

Tell me what did you like/dislike about your last role?

**Ans:**

The interviewer is trying to find out your key interests and whether the job on offer has responsibilities you will dislike. Focus on what you particularly enjoyed in your last role and what you learned from it, drawing parallels to the new role. When addressing what you disliked, be conscious not to criticise your last employer. Choose an example that does not reflect on your skills (such as company size) or which reveals a positive trait (such as your dislike for prolonged decision making).

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**Question - 45:**

Why do you want to work here as Personal Legal Adviser?

**Ans:**

The interviewer is trying to gauge your enthusiasm for the role as well as your level of knowledge about the company. Give specific examples of things that attracted you to the company and elaborate on your strengths, achievements and skills and how they match the position description, making you the right fit.

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**Question - 46:**

Tell me how will we resolve complaints if I am dissatisfied?

**Ans:**

You're not expecting problems, just being realistic. And just because you know how to get out of the arrangement doesn't mean there won't be complaints to settle. That being the case, find out how potential disputes will be settled.

Most state bar associations offer arbitration committees that, for a fee, settle disputes between clients and lawyers (usually over expenses). At the same time, you could resolve those matters in small claims court.

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**Question - 47:**

Explain me how do you work with clients?

**Ans:**

You want contact when it's necessary, so ask when the advisor typically finds it important to call or meet with a client, and what circumstances drive those meetings.



By establishing how often and under what circumstances you will hear from the lawyer, you can decide whether that contact is sufficient for you to be satisfied.

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**Question - 48:**

Tell me what other costs might I incur?

**Ans:**

Just because a lawyer gives you a great hourly rate doesn't mean you will get off cheaply. You might pay \$1 per photocopy, \$5 to receive a fax, or pay inflated tabs for secretarial work.

Lawyers really aren't supposed to profit on costs, but many do. They build depreciation, secretarial time, and anything they can think of into charges for using the copier, for instance; you could pay a lot more than the two-cents-per-page charge from the corner office supply store.

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**Question - 49:**

What kind of animal are you?

**Ans:**

The interviewer is looking for quick and snappy thinking as well as how you see yourself. Focus on the positive and make sure the qualities you talk about align to the job.

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**Question - 50:**

Where do you hope to be in five years?

**Ans:**

The best answer is one that will reassure the interviewer that you are looking to make a long-term commitment.

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**Question - 51:**

Tell me what are your weak points?

**Ans:**

Focus on a past weakness and how you overcame it. Another approach is to give one that is really a positive in disguise, but beware of clichés such as 'I'm a bit of a perfectionist'.

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**Question - 52:**

Explain me about an accomplishment you are proud of?

**Ans:**

Competency questions like this can be difficult as they rely on your ability to tell a story. "For example, 'Oh, I saved 125,000 of costs in my last role' is of no value as there's no context," says Gregory. "As with any story, you need a beginning, a middle and an end."

The Star technique (situation, task, action, result) is a good way to structure your answer if you're having trouble making your answer flow.

As a general rule, start by describing the scale of the challenge you faced. "This is your opportunity to grab their attention. The middle of the story needs to focus on what you had to endure in order to make progress. The greater your struggle and the barriers you had to overcome, the more impressive your story will seem. "The end may be short - 'I achieved X, Y and Z' - but extend it to include what you learned that will help you in the future."

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**Question - 53:**

Tell me how do you respond to working under pressure?

**Ans:**

The interviewer wants to see that you have composure, problem solving skills and can stay focused in difficult conditions. Give an example of a time when you were faced with a stressful situation (not caused by you) and how you handled it with poise. Describe the context, how you approached the situation, the actions you took and the positive outcome. Demonstrate how you remained calm, in control and got the job done.

As an applicant, the main thing to remember is that all recruiters are looking for is someone who is a good fit for the role. So pretending you have certain attributes to try and get a job... won't suit either you or the employer long-term.

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**Question - 54:**

What are your greatest weaknesses as Personal Legal Adviser?

**Ans:**

The interviewer is trying to gauge your self-awareness. We all have weaknesses so it's best not to say you don't have any. Avoid using the word 'weakness' and instead talk about an 'area for improvement' that is not vital for the job, or specify a 'challenge' that you are working to overcome. Demonstrating a willingness to develop yourself and face challenges turns the answer into a positive.

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