

Online Interview Questions

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Section 1: Getting to know you



Tell us more about your self. *

I am a strong young black woman who has encountered so many challenges but I have conquered those challenges. I am a great listner and a good communicator, both my previous jobs required me to communicate and listen to clients and potential clients which enhanced my communication skills. I am a person who keeps to time and I strive for perfection in everything that I do. I am a very friendly person who enjoys working with people and ensuring that clients receive the best possible service.

What are your main strengths? *

I think me keeping to time is one of my strengths, I am a very punctual person. I am a very adaptable person, if it's targets that need to be met, I always give my best in trying to meet them, if it's calls to clients, booking meetings or planning meetings I am the person. Whatever situation or work that I given I make sure that I adapt to the situation and give my best in task.

What are your main weaknesses? *

I tend to be very hard on myself when things are not going according to plan, I need to learn to relax and be flexible. Thinking on my toes. Coming up with ideas and concepts at the top of my head is rather daunting, I always need time to read the brief a few times with understanding and then coming up with suitable ideas and concepts.

What do you think are the characteristics that you poses that would make you the best candidate for the job? *

I am a fast learner and I pride myself in doing the best possible job in the workplace place. I am good communicator and most jobs require you to be a good communicator.

List 2 (two) things that you have learned about yourself in the last year. How did you learn this information? *

I have learnt that I should not doubt myself, I have been through situations that have lowered my self esteem and those situations made me doubt my abilities and capabilities. I also learnt that the past should not define my future, if I want gold, I should go for the gold. What does not kill you definitely makes you stronger.

What annoys you about people or situation? What do you usually do about the situation? *

People who never want to hear another person's perspective on something. I usually say what my perspective is, but if they still believe that their own is correct I usually leave them to keep talking.

Describe the situations or circumstances that bring out the best in you, your work and your behaviour? *

Doing something that is of a greater purpose, knowing that it will bring a smile to someone else. Charity work, events and generally just being hospitable to clients and potential clients.

Provide information of a time when you did or said something that had a positive impact on a friend, family member, teacher or anyone else? *

Me recommending counselling to a family member instead of the old traditional ways of calling the elders to solve the problems. They actually thanked me after their sessions were concluded.

Provide information of a time when you did or said something that had a negative impact on a friend, family member, teacher or anyone else? *

Received an email from a former colleague that was rude and was intended to provoke me but I reported it to management and she received a warning.

What do you think about success? *

Success is pivotal. I think one should always strive for success whether it be at work or at school.

What would you like to accomplish in the next 3,6,12 months? *

I would like to get my Honours degree and hopefully get a stable job.

What motivates you? *

My twins, seeing them become wise children that love each other and those around them motivates me to strive for success and try to provide them with the comfort and love they also deserve.

Section 2: Rate yourself

Rating Questions

How would you rate yourself on a scale of 1-10 (1 being extremely bad & 10 being extremely excellent) on the following (feel free to expand on any of the point if you need to). Please be completely honest. None of them have a right or a wrong answer

Attention to detail – i.e. your ability to notice fine detail, slight errors that are often not very obvious, spotting errors in information, checking for correctness etc. *

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Accuracy – always ensuring that information and data is accurate and correct, double checking work and checking information that you receive to ensure that it is in fact correct etc. *

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Time Management – ability to prioritize in terms of urgency, how often you find yourself being late for appointments or handing in tasks (perhaps at university), how well prepared in advance you generally tend to be, are you normally early or late etc. *

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Prioritisation – Ability to decide what is most urgent and what is least urgent and organise accordingly *

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Organisation Skills – is your life very organised and planned in general, do you like to lay things out neatly before doing them, do you like to plan everything before starting or do you rather start and plan as you go along, are you usually ahead of schedule? *

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Delegation – do you find it easy to get people involved and getting their assistance on required tasks? If for example you refer to do it yourself, make a note accordingly *

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Systematic – do you like putting in place systems and having a flow and systematic way of doing things? Alternatively perhaps you don't enjoy things being too structured and systematic. *

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Ability to follow instructions? Do you normally accurately complete tasks given to you in a manner as expected by the person who gave the task to you? *

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Willingness to follow instructions? Do you find it easy to take instruction from authority or are you the type that prefers to always be the person in a position of authority? *

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Enjoyment of dealing with new people? Do you enjoy interaction with people, meeting new people, are you the type who likes people around you often and finds it easy to greet people, make friends and new acquaintances? *

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Target orientated? Do you like having a target set for yourself to work towards? Alternatively perhaps the idea of working towards constant targets is intimidating. *

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