

# Online Interview Questions

Email address \*

abongilemagawu1@gmail.com

Name & Surname \*

Abongile Magawu

Identity Number \*

8910070582087

## Section 1: Getting to know you



Tell us more about your self. \*

I am a hard working and self motivated individual that is prepared to achieve the desired goals of a job description, and I adapt easily in different kinds of people. I have matric and good computer skills

What are your main strengths? \*

I am a quick learner and a good team player

What are your main weaknesses? \*

When given a task I tend to focus on one thing

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

I am reliable, trustworthy, friendly, and willing to learn

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

I am too nice and too trusting, people take advantage of that and it has led me to be cautious with people around me

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

I try to avoid situations even if they are irritating unless they personally affect me

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

When I finish the given task on time and when we work with unity and respect in a team

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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? \*

I once said to my cousin never give up in life even if the situations at the time seem impossible, and it has helped her she's succeeded now on her dreams

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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? \*

I neglected a friend once when they needed me most and it delayed their plans, but now all is well

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What do you think about success? \*

Success is a great power in life that everyone wants to accomplish and is such an amazing experience one can have

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

I would like to gain more skills and learn new things to add to my experience

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What motivates you? \*

Getting up everyday knowing that I've been given a chance to fulfill my goals and correct the mistakes I have made

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## 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. \*

1	2	3	4	5	6	7	8	9	10
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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. \*

1	2	3	4	5	6	7	8	9	10
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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? \*

1	2	3	4	5	6	7	8	9	10
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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? \*

1	2	3	4	5	6	7	8	9	10
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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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