

Online Interview Questions

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Section 1: Getting to know you



Tell us more about your self. *

Proactive, dynamic, self-driven, focused and hard-working. Able to communicate concepts and strategies clearly to colleagues. Good communication and ability to work independently and with a group.

What are your main strengths? *

I am able to focus on accuracy and attention to detail whilst under pressure. I am focused and confident in what I do.

What are your main weaknesses? *

I don't respond well to failure.

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

Quick and accurate keyboard skills. Financial skills and Knowledge of Public Finance Management Act & Treasury Regulation.

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

I have learned that I can work with a group of people and communicate strategies with them.

I can work under pressure and meet deadlines.

I have learned the above information from the internship I did last year at Cecilia Makhiwane Hospital.

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

People who take me for granted or under estimate my work.

I always prove them wrong by doing my work well and exceeding their expectations.

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

When my efforts are appreciated and recognized.

I always aim for targets so when I am working on something I reach that target or exceed it.

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? *

In 2015 I advised a family member who received a great amount of money on how to use it.

I helped him plan and budget.

Assisted in his business plan and the type of business that will be suitable for him and that will bring profit.

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 always try to be positive and be polite to people I am talking to so that I can get the same respect from them

What do you think about success? *

I think everyone deserves to be successful and it does not come from being lazy.

You get up every morning knowing what you want to achieve and you go out there to achieve no matter what circumstances you in.

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

I want to learn and experience more about my field so that I can be the best I want to be.

What motivates you? *

I am motivated by my family first as they look up to me to be the best out of the family.

People who are not afraid to go after success and achieve their dreams, in my circle and especially in my community.

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. *

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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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