

Section 1: Getting to know you

Tell us more about your self. *

I am energetic young lady ,friendly easy to adapt, hard worker whose willing to multi task and a fast learner. I am dependable, outgoing and organised.

What are your main strengths? *

I am patient, pretty easy going. Ability to cope with failure and learn from mistakes. I am punctual and be counted upon to finish what i start. I consider myself as a hard working, reliable, helpful.

What are your main weaknesses? *

I might need to learn to be more flexible when things are not going according a plan. This is something am working on at the moment.

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

Because I can do the work and deliver exceptional results. I think I would be great asset in the role because am a hard working, fast learner and willing to learn.

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

I am patient and friendly. I like socialising with others.

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

People who are advanced but choose not to help those who need help and I believe if we're help one another we can build a better future even for the genatations.

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

Individual who respects and love our communities by sharing information. Those who motivates individual by sharing.

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?

It was last year my friend lost her uncle and i tried to comfort her.

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?

This year my cousin was busy husling for work and he managed to score one but he left the job by doing nothing.

What do you think about success? *

It's a continuous journey and sticking with what matters through hard work and hard times. Success can be achieved within a work place or an individual personal life.

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

I sincerely believe that my abilities will allow me to excel and I believe I can achieve my goals through hard work.

What motivates you? *

Individual who work so hard to achieve their goals. It's very motivating working closely with others who share the same common goals. I naturally appreciate when individual compliments me for the job well done.

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. *



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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Submitted 4/7/18, 8:44 PM