Online Interview Questions

Email address *

asithandilesakhile@gmail.com

Name & Surname *

Asithandile Adumile Luke

Identity Number *

9604285752085

Section 1: Getting to know you

Tell us more about your self. *

I am a 22 year old male from eNgcobo and the first born to my parents. I completed my matrix in 2014 and later did N4 in Human Resource Management . I am a guy who is always full of energy , kind and compassionate and I love meeting new people.

What are your main strengths? *

I am a hard worker and have a hunger for education and knowledge. I strive for the best in whatever I do and am able to do any kind of work given to me.

What are your main weaknesses? *

I talk too much which might be of annoyance to some people and I am shy when it comes to public speaking but I am training myself through my volunteering at church youth gatherings.

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

I can easily blend in with new people and I enjoy meeting new people. I am respectful and have a hunger for acquiring knowledge and skills in order to better myself and those around me.

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 am an open person who values the opinions of others and also I take critisicm very well and use it to better myself. All these I have discovered through my involvement in church events and youth meetings.

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

I am a lover of the people very much that I can't help it. Whenever one starts to bring a negative atmosphere I remove myself from that environment in order to avoid conflict.

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

Great team work and an environment that is of peace without too much arguments. A team that works well together and easily blends with a family kind of relationship.

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? *

An ex colleague of mine who had more experience and time of the work that we did ,didn't know how to do computer work properly . I helped him and taught him how to do the work on the computer , later he got a promotion for his improvement in computer work.

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? *

During class in 2015 a friend of mine shared a joke that I found to be offensive to me and so I reacted in anger and said some hurtful words and that took a negative impact on our relationship even after I had apologised.

What do you think about success? *

Success is what we all strive for as human beings. Its a point where one is satisfied that they have reached their goals and sometimes went even beyond. Which is where I also strive to reach in life.

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

I want to acquire as much knowledge and information that I can get so that I may be able to better my life and those around me. Also I want to gain an income so that I can take care of myself and help out my grandmother.

What motivates you? *

My grandmother. She has been through a lot in her life and faced so many hardships but yet today she is still standing which motivates me to keep going no matter what I may face in life.

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
○	○	○	○	○	○	○	◉	○	○

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. *

1	2	3	4	5	6	7	8	9	10
○	○	○	○	○	○	◉	○	○	○

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
○	○	○	○	○	○	○	○	○	◉

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

1	2	3	4	5	6	7	8	9	10
○	○	○	○	○	○	○	○	◉	○

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
○	○	○	○	○	○	○	○	○	◉

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 *

1	2	3	4	5	6	7	8	9	10
○	○	○	○	○	○	○	◉	○	○

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. *

1	2	3	4	5	6	7	8	9	10
○	○	○	○	○	○	○	◉	○	○

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? *

	1	2	3	4	5	6	7	8	9	10
	○	○	○	○	○	○	○	○	○	◉

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? *

	1	2	3	4	5	6	7	8	9	10
	○	○	○	○	○	○	○	○	◉	○

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
	○	○	○	○	○	○	○	○	○	◉

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. *

	1	2	3	4	5	6	7	8	9	10
	○	○	○	○	○	○	○	◉	○	○

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