

Online Interview Questions

Email address *

qhama.xantini@gmail.com

Name & Surname *

Qhama Xantini

Identity Number *

9111140490083

Section 1: Getting to know you



Tell us more about your self. *

I was born and raised in the Eastern Province. I studied at Walter Sisulu University where I got my National diploma and Btech degree in Public Relations and Management. I did not only acquire theoretical and practical knowledge throughout my university life, but leadership and interpersonal skills. This was enhanced by the community work that I have been partaking in.

What are your main strengths? *

I take full accountability of my actions and responsibility to tasks assigned to me.

What are your main weaknesses? *

I get anxious when things are done out of controlled measures

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

I have good interpersonal skills and I always eager to learn new things.

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

I have learned that long hours and sleepless nights do not impact my ability to work and make dealines.

I have learned patience through leading a group of young people at church.

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

I do not like situations where a person is not confident enough to voice out her concerns. In such situations, I try as much as possible to engage in a conversation with that particular person so that they can gain confidence in me.

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

Consolidating a team work. I love working and interacting with people.

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? *

Telling a friend that she is beautiful. In times where beauty is measured by the material things that one has. It is important to tell one another that we are beautiful, regardless. Telling my friend that she was beautiful at a time when she felt down helped to boost her confidence for the presentation she had.

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 was brutally honest to my sister about the way she conducts herself, and as the saying goes, people do not relate well with truth.

What do you think about success? *

Success is measured differently according to a person's goals and objectives in life. My ultimate success will be to be great and happy in the work that I do.

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

My goal is to learn as much as possible, about the corporate world and professionalism.

What motivates you? *

Competency. The ability of me to be great and reliable in the work that I do.

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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