

Online Interview Questions

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Section 1: Getting to know you



Tell us more about your self. *

My name is Alizwa Charmaiene Maseti, a 25year old from Uitenhage. I am currently studying towards a Diploma in Public Relations Management doing my final year. I have worked as a temporary Sales Assistant at Rowlans Outfitters as well as doing Administration for the LayBye department at the store. This is where I acquired the skills of customer relations, administration as well as organizational skills, it also enhanced my communication abilities. I also have a bit of experience in brand marketing, communications and events as I have worked as a promoter at Looks International for a short while and helped in events at Green Room Communications. I consider myself as a dedicated, hard working and self motivated individual as evident being a student in a long distance learning institution where I have come across many challenging times in terms of researching and completing tasks in due time. I believe that like a toddler one needs to first crawl, stumble and fall in order to get the desired goals in life.

What are your main strengths? *

I am dedicated, self motivated and hard working. I also consider myself to be self disciplined, goal orientated and an organized person.

What are your main weaknesses? *

I tend to over analyze things which sometimes can be time consuming, I'm impatient and I am a worrier.

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

My passion in the things that I do, integrity as well as generosity. My dedication, humility and the willingness to always embrace a service mentality along with being a hard worker.

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

I am not one who excels in waiting around for things to happen, I'm a go getter. Secondly I take it upon myself to make sure that I motivate myself to reach my goals.

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

People who do not pull their end of the weight, especially in teamwork. I talk to that person and let them know how them lacking is not good for the team before taking it to a superior to handle.

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

Pressure, a good working environment. I do well in teamwork but also excel working as an individual.

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? *

A friend of mine was going through a tough time in their lives where it reached a point of depression, I took it upon myself to get them out of the house and organize an appointment with a qualified person to assist them in this ordeal.

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 said something true to a relative about her as a person but unfortunately the person did not take it in a good way. Instead she felt more like a burden, sometimes honesty is not the best medicine.

What do you think about success? *

It's the end goal, what you are working towards in life. It's the destination where everyone wants to reach, individuals, companies even NGO's.

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

I would love to have my blog up and running, In my spare time I cook and bake I also do it for family and friends events so I would love to have a blog where I share my work. Also get my license in the next 6months and finish my Diploma.

What motivates you? *

The thought of a bright future, the thought of knowing that I can take myself to new heights, success and my family.

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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