

Reconnecting...

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QUESTIONS

RESPONSES 139

139 responses



SUMMARY

INDIVIDUAL

Accepting responses



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102 of 139



Responses cannot be edited

Online Interview Questions

* Required

Email address *

nomakwezituswa@gmail.com

Name & Surname *

Nomakwezi Tuswa

Identity Number *

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Section 1: Getting to know you



Tell us more about your self. *

I have worked as a data capturer/administration assistant at IEC where I handled data capturing, verification, enquiries and assisting visitors, I am detail oriented, well organised team player who is also able to work individually and I am a good communicator. With such work experience, I'm looking for an opportunity to learn new skills and I believe that your company has provided that opportunity and they also empower and improve the youth to kickstart their careers and would love to be part of such a team.

What are your main strengths? *

My strength my ability to adapt or handle changes or dealing with different characters of people which I encountered while working at IEC as there were different kinds of people but remaining calm and listening attentively to their problems and understanding helped in finding solutions and also enjoy situations where I am allowed to work with other people to find creative solutions while meeting deadline.

What are your main weaknesses? *

My management skills could be stronger but I am working to improve them.

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

I understand from the job attributes that you require someone with excellent communication skills and can work well with colleagues while still maintaining independence and while achieving desired satisfying results, and fortunately while working at IEC I came across such with counting and verifying results.

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

I have always been impatient but working with different people instilled patience and discipline as I had to be attentive and be willing to help.

I think I have always been loner but when you exposed to new people to work with it enables you to let people in your space and create a formidable working relationship but that has improved my people and communication skills.

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

People who make themselves feel good by looking down on other people, well I realised that annoying people are inevitable but such things are usually a cycle but usually calling the person aside and making them aware that what they doing is wrong and they should stop.

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

Being able to accept criticism be it positive or negative as it all forms part of growth and maturity as it will keep me motivated and build a good well mannered relationship in the workplace.

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?

*

My cousin has been so relaxed about taking control of his life and making excuses for not doing what he was supposed to but I told him that excuses will always be there but opportunities will pass him by and he will never reach his full potential because he already filled his mind with negative thoughts which would derail him. He needs to fill his mind with positive thoughts which would lead to a better and strong mentality that would lead to success, the I can do it attitude.

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 told a friend that she is too kind as people just walked all over her but also told her to learn to stand up for herself and what she believes in.

What do you think about success? *

Success is taking action, learning from your mistakes and moving forward but also remaining humble while empowering and giving back to the less fortunate.

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

Apart from getting to know the staff and being of a team that with a good relationship, I also plan to gain more knowledge and skills from the learnership which will improve my digital skills while getting a sense of the company goals but to be a better person/colleague in and outside the work place.

What motivates you? *

Willing to learn

Learning new things is important to me and what I love about this opportunity presented is that it is a different path for me but then i am intrigued by the opportunity to learn.

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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Submitted 4/5/18, 9:07 PM