Online Interview Questions

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Section 1: Getting to know you

Tell us more about your self. *

I am Noxolo Skiti, 31 years old woman with National Diploma in Information Technology which i obtained at Oval International Computer College. I don't have much experience in IT industry but I have administration assistant experience. Working as admin assistant helped me to be able to work with people and learned different attitude of people.

What are your main strengths? *

I am a quick learner and a great team player. My ability to focus on my work and I am not easily distracted meaning my performance is very high. I also enjoy learning from every one I meet

What are your main weaknesses? *

Sometimes I spent more time than necessary on a given task.

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

Only because I am a very committed and passionate person. I love challenges and I have a will to succeed. I also have ability to learn fast almost everything.

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

I leaned that communication is the best thing to have when working with people.

I also learned that sometimes I am a stubborn person, I don't believe in everything that someone tells me until I get the proof.

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

I believe in team work, so If I find my team mate working without consulting I then become annoyed.

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

When I am working under pressure and meeting deadlines that's when I feel that I'm doing my best.

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? *

I have communication skills, I discovered this when I was part of community project. There were time when we had to work / attend classes while there was no running water and electricity in our Centre but I managed to convince the teachers and youth to keep on coming while we had bad situation. I even managed to talk with the management so that they can use their / government transport to fetch water so that the centre keeps on running and operating.

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? *

While we had no running water and electricity in the centre, I once told the cleaner that she comes to work every morning and pretend as if she was working while she was sitting and doing nothing.

What do you think about success? *

To me it means achievement. It does not matter whether big or small but one step forward means something.

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

If I can get this opportunity, in the first 3 months I wish I will be done with all necessary training. 6 months along the line I wish I will be approaching to know almost all my job description. In 12 months time I wish I can be the expect of my job.

What motivates you? *

Waking up every morning knowing that I have goals to achieve really motivates me.

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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