

Online Interview Questions

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Section 1: Getting to know you



Tell us more about your self. *

I am 21 years of age,I currently reside in Amalinda but originally I'm from Grahamstown. I completed my matric in 2013 and in 2014 I decided to improve my matric results,the following year,2015 I started volunteering at a clinic in Peddie as a data capture and admin assistant.2016 I furthered my studies at MSC Business College in East London where I did an IT-End user qualification. Last year I worked at Small Projects Foundation where I was a Part-time mentor/facilitator for Bumbingomso. This year I have upskilled myself and did a Work-4-a living certificate aswell as and Office Administration certificate. I believe I am hardworking,responsible,punctual and I present excellent leadership and communication skills.

What are your main strengths? *

My greatest strengths are I have excellent communication skills,I pay attention to details and I am flexible

What are your main weaknesses? *

I get frustrated when team-members or co-workers are slacking off,I sometimes expect too much from people, but I am aware of this and i'm working on it.

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

I am a very curious and always eager to learn new things, I am not just looking for a salary, I enjoy showing my skills and I believe this company is where I will grow, I feel that I would fit in well with your team.

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

- 1) I actually like working in groups,although it may still be bothersome,but learning how to work with others is something that I really appreciate.
 - 2) I should not compare myself to others,instead of camparing myself I now take inspiration from them and try to channel their amazing work into my own, Also, if someone is doing a great job,I make sure I tell them.
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What annoys you about people or situation? What do you usually do about the situation *

I am annoyed by people who do not take a task seriously or slack off when doing work,but to work on that, I try and find out if one is stuck somewhere or does not understand something and I try and assist where ever I can.

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

I would say leading others, though I have learned it is not always easy, but working together to achieve one goal on time brings out the best in me, I always make sure no one is left behind.

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? *

During the time I was a Part-time mentor, we had a leadership camp for in-school girls from ages 15-19 years. As I was facilitating a session with a small group of girls, I noticed one young lady was not participating around the others, so I had a chat with her during lunch and I found out that she was made fun of by the other girls, calling her names like she is stupid and stuff, so I requested that we have a girls talk on why we are here which is for behavioral change and that it is important for everyone to feel safe here and not be judged by others, from there on a lot of other girls started to feel comfortable and came out of their shells and participated during the whole programme.

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 my high school days, we had an English teacher that talked funny and she had one favourite girl in class, so we used to pick fights or unnecessary arguments during her lessons it got so bad that she refused to teach our class, as we were always rude or made fun of her. That is something I'm not proud of, but I am glad I realized I was wrong back then and I apologized to her.

What do you think about success? *

To me success is when someone aspires to be more and develop their own goals no matter how small it may seem, but, one does not only aspire, he/she acquires the information he/she needs to fulfill that goal, be it getting into a higher learning institute, it does not only stop when you have acquired your goal but you have to do something with it as this is important to make your goals a reality.

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

I would like to further my qualification and also upskill myself more,not only that but gain experience and grow more in my career,and that is why I am here now.

What motivates you? *

What motivates me is the possibility of greatee things to come,no matter how difficult things may seem,and since I have a strong support system at home from my sister and mother,they aleays push and motivate me to keep on trying.

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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