

## Online Interview Questions

Email address \*

zamdiko@gmail.com

Name & Surname \*

Zambia Diko

Identity Number \*

9211151033085

### Section 1: Getting to know you



Tell us more about your self. \*

My name is Zambia and my surname is Diko, from Port St Johns. I am at age of 25. I have completed my Bachelor's degree in information systems at university of Fort Hare in year after 2017. I have worked at Port St Johns municipality for period of 3 months from 1st March 2012 to 30th May 2012. My 3 months experience from PSJ municipality has taught me a great deal about dealing with people and I have developed strong problem solving skills and good communication skills.

What are your main strengths? \*

To work under pressure

Ability to balance workload

Ability to multitasking

Willing to take more responsibilities

Flexible

Very strategic

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What are your main weaknesses? \*

Even if it's not working hour I work to finish up work

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

I have completed the Bachelor's degree in information systems which is one of the required programs

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

I am very patient and committed when working with people

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

People who do not report when he or she going to be absent

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

Good

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? \*

Good participation

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? \*

Embarrassment

What do you think about success? \*

Is the accomplishment of an aim or purpose

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

To learn more about the job

What motivates you? \*

I want to know about fieldwork

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
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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. \*

1	2	3	4	5	6	7	8	9	10
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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. \*

1	2	3	4	5	6	7	8	9	10
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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? \*

1	2	3	4	5	6	7	8	9	10
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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 \*

1	2	3	4	5	6	7	8	9	10
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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? \*

1	2	3	4	5	6	7	8	9	10
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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? \*

1	2	3	4	5	6	7	8	9	10
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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? \*

1	2	3	4	5	6	7	8	9	10
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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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