

Online Interview Questions

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Section 1: Getting to know you



Tell us more about your self. *

I have a National Diploma in Transport Management from the University of Johannesburg and I'm currently studying a Bcom in Supply Chain and Operations Management at Unisa. I've previously worked for Mayibuye Transport Corporation as their Operations Intern and for Ayavelisa Consulting as their Admin Officer. The nature of my courses have prepared me for a wide range of positions, so I'm up to a challenge.

What are your main strengths? *

I'm a fast learner, deadline oriented, I have strong communication and interpersonal skills.

What are your main weaknesses? *

I always want to make sure my work is perfect so I may take in completion of a task but that's something I have been overcoming.

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

I have the determination to be a successful candidate as the nature of my course and experience has prepared me for a wide range of positions. I believe I gained knowledge and skills that would make me a valuable addition to your team. I'm hard worker, fast learner, have great computer skills and can grow with a job, handle responsibility and build healthy relationships with colleagues at all levels.

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

I've realized that as much as I'm not a big talker but I'm a good listener, I learnt this because I noticed that I tend to remember even the little things people have mentioned in passing. Secondly that I'm very patient and I don't lose hope or faith because I have been out of a job for about 6 months.

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

I hate people who are selfish and don't have any regards for others feelings. I always tell people how I feel and how I'd like our relationship to be going forward.

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

Healthy relationships whether it be personal or in the workplace. Trust and communication. Producing great results. Doing my work well. Being in control.

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 been pushing my younger sister to spend more time on her school work, and helping out where I can. This has immensely improved her results.

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 was unintentionally rude to a friend of mine because I had thought we were in common grounds and that's how we communicate with each as friends but it turned out she didn't like it anymore. It had a very negative impact on our friendship.

What do you think about success? *

I think success is very important as I rate it also motivates you as a person. To me it means working or owning a business without having a worry about your finances in the future. Also about being able to take full control and taking care of your life and family.

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

I would like to work for a company where I continue to learn, grow and also take on more responsibilities.

What motivates you? *

I'm driven by results, working with a team that is active with great ideas, by a motivated and united workplace. I love researching stuff off the internet and learning new things.

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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