

## Online Interview Questions

Email address \*

siddydiniso@gmail.com

Name & Surname \*

SIDDY UYANDA DIINISO

Identity Number \*

9501100400082

### Section 1: Getting to know you



Tell us more about your self. \*

I am a native of Mtata. I've always been a very organised person. When I graduated from high school, I decided I would love to get involved in some kind of business-related job. I have completed business related courses (ND: Office Management and Technology and B Tech: Business Administration) in varsity which helped me develop a very good understanding of business procedures and accounting methods. Now I am ready to apply my strong knowledge of business and make a significant contribution in your company.

### What are your main strengths? \*

I am a very energetic person, my performance reviews were consistently been outstanding and I have been commended for my attention to detail, positive relationships with my team members and ability to demonstrate good judgement and I have a great sense of punctuality.

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### What are your main weaknesses? \*

I have been working on getting better at public speaking. I even joined Enactus in varsity to improve my public speaking.

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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 am a social matured, enthusiastic and hard working person. I am able to demonstrate good judgement, loyalty and a great sense of punctuality. Possesses excellent written and verbal skills and able to independently as well as working within a team environment. Always positive and vibrant at work which makes it easier to approach and get along with. Now I am willing to go an extra mile and make a significant contribution in your company.

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

If I don't believe in myself, no one will.

My attitude towards life will determine life's attitude toward me.

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

When they ask me about personal things. This is usually my response, " I really don't want to talk about it"

When I am delayed by traffic. I usually wake earlier the following day to prevent being late.

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

When I give myself the permission to succeed.

When I help others.

When I empathize.

And lastly, when I am given recognition.

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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? \*

It was last year, when I saw an advert online and they wanted someone who has completed Public Management and I shared that information to my friend and helped her to apply and she got hired.

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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? \*

N/A

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What do you think about success? \*

To me, success is being in control of my life without anyone telling me what to do. It means having regular, passive income so that I can spend my time and money how I please, without working at a job/worrying about my financial future.

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

I would see myself learning all the duties/requirements of your intern position and excelling in that in the first 3 months. I believe I have excellent management potential. if a position were to open up as a head-intern, I would see that as a potential move for me within 8-12 months.

What motivates you? \*

Learning new things has always been a great motivator for me.

And I'm really driven by results- I like it when I have a concrete goal to meet, and enough time to figure out a strong strategy for accomplishing it. Lastly, I like to be part of a team with a lot of bright people who have interesting ideas.

## 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. \*

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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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