

Online Interview Questions

Email address *

linomtha88@gmail.com

Name & Surname *

VUZIWE TANDEKILE MALIWA

Identity Number *

8807160526083

Section 1: Getting to know you



Tell us more about your self. *

I am Vuziwe Tandekile Maliwa I am 29 years old, I am originally from Willowvale and I matriculated at Executive Academy also did my ND in Public Relations Management at Walter Sisulu University and obtained in 2014

I am hard working and dedicated person every task that I am given to me I always make sure that i complete it in time. I am a trustworthy person who is very professional and punctual, I give the utmost respect to those higher position than i am and also I work very well with team and also as an individual as I am a very accountable person.

I am highly motivated person with a keen ambition for adventure i enjoy a challenge and would appreciate the opportunity to prove my self and also i have excellent communication skills.

What are your main strengths? *

I would say one of my strengths is that I am an accountable person, being accountable to means that work or duty can be assigned to me freely because once I do it each aspect that goes wrong I will account.

Secondly to me time means everything, I am time-outs person i honour and respect the working hours given by the employer starting on time and get to work until I finish.

Thirdly i would say i am keen to learn new skills innovations and everything that the work place has to offer because i believe that we learn new things everyday if we are willing to. Once i put mind into something i learn, observe and put it in good use.

What are your main weaknesses? *

I would say one of my weakness is that, I am workaholic as much I am dedicated person i give my all to the work or job in hand so much that even when i get home, I still continue with work which is not a good thing because i don't get rest.

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

I am a best candidate for this position because i am passionate about industry and I have skills acquired relevant experience and good communication skills. And also I am reliable person with open mind and willing to learn new things in life.

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

I am a patient person i learnt this while i was waiting to be considered for employment Forever New it took 3 long months to be appointed but during that time I was patient enough to seek for employment from other place I wasn't focusing at Forever New

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

I get annoyed when people don't want to be accountable for their actions.

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

I am very strong person who is committed in everything that i do and I believe in team work even if i find anything irritating, I try to avoid it unless it personally affects me.

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 remember sometime last year I had a friend who wanted to quit at school because she couldn't pass her last subject but i encouraged her not to give up and go back to school to finish her degree so that she can i have a better job.

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 had a brother who was suppose to have an presentation at school but told him not to sllep until he finishes his project then I was so stressed because he woaked up late for the presentation.

What do you think about success? *

To me success is being in control of my life for example I have taken what I have learnt about success and broken down the steps into 2, firstly you aspire develop your goal and have a very clear mind and what you want in life.

Secondly you acquire and get the information you need to reach your goals.

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

I would like to have a secure job that would provide me with the necessary skills and experience to continue with my career.

What motivates you? *

Being surrounded by goal driven and positive open minded people who share the same vision as me, being around people who want to succeed in life.

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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