

Online Interview Questions

Email address *

sivuyisiwemahlathi@gmail.com

Name & Surname *

Sivuyisiwe Mahlathi

Identity Number *

9106241014089

Section 1: Getting to know you



Tell us more about your self. *

I am a loyal, disciplined, organised, passionate and and a consistent hard worker.

What are your main strengths? *

I can work well under a lot of pressure. I am a persistent person, I don't give up easily and I always try to find ways to solve problems. I am willing to learn, easy to adapt, friendly, reliable, expressive and punctual.

What are your main weaknesses? *

I can be too committed to my work and do not spent enough time with other social activities, I work too hard and care too much about my work.

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

I am a hard worker, I love challenges and have a good will to succeed. I am a motivated person and have the ability to learn fast which will facilitate the training period.

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

I am organised. I always prepare my tasks, projects or events before they even come, which makes me to to stay calm, focused and be able to take pressure on the day of assumption. I prioritize my responsibilities so that I have clear idea of what is needed to be done. That helps me effectively to manage pressure.

I have good communication skills. I am good with both internal and external communications in terms of updating and circulation among the public and employees in order for everyone be alert and have a good stakeholder relationships and good communication flow that benefits the organisation.

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

Nothing so far. I have always have a way of dealing with different people with an understanding and remain calm.

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

Maintaining good energy in every event and project that bring a great image for the organisation I am representing.

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? *

Everyone has a purpose and a dynamite in them, they just need to pay attention to what they are good at and do it best because every artist was once an amateur.

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 have always been a positive person.

What do you think about success? *

Success and recognition is everyone's dream, I have always seen myself as a powerful and successful woman in my field of work.

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

An experience that will build me to where I see myself in my long term goal and be called a specialist of my field.

What motivates you? *

Challenges, new channels of work and growing both as a person and an employee.

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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