

INTERVIEW APPRAISAL FORM

Name : Arbaie binti Ahmad Faizil Yag Position : Protégé Date : 25/11/20

Interviewer's name : Nurul Husna Mohamad Shariff Designation : Project Assistant Dept : Admin

PHYSICAL APPEARANCE	Unpleasant appearance <div style="text-align: right;">1</div>	Appears to lack energy <div style="text-align: right;">2</div>	Good physical appearance <div style="text-align: right;">3</div>	Appears fit and alert <div style="text-align: right;">4</div>	Exceptionally energetic <div style="text-align: right;">5</div>
TRAITS	Nervous and embarrassed <div style="text-align: right;">1</div>	Stiff and uncomfortable <div style="text-align: right;">2</div>	comfortable and at ease <div style="text-align: right;">3</div>	Alert and free of tension <div style="text-align: right;">4</div>	Unusually self possessed/alert <div style="text-align: right;">5</div>
CONFIDENCE	Shy, retiring, arrogant <div style="text-align: right;">1</div>	Submissive, and argumentative <div style="text-align: right;">2</div>	Reasonably self assured <div style="text-align: right;">3</div>	Shows self confidence <div style="text-align: right;">4</div>	Self assured and inspires confidence <div style="text-align: right;">5</div>
EXPRESSION OF IDEAS	Unclear and illogical <div style="text-align: right;">1</div>	Not well defined or expressed <div style="text-align: right;">2</div>	Makes sense <div style="text-align: right;">3</div>	Convincing thoughts <div style="text-align: right;">4</div>	Exceptionally good and logical <div style="text-align: right;">5</div>
EXPERIENCE	No experience at all <div style="text-align: right;">1</div>	Experience not suitable but helpful <div style="text-align: right;">2</div>	Fair experience <div style="text-align: right;">3</div>	Experience suits job <div style="text-align: right;">4</div>	Experienced. suits job very well <div style="text-align: right;">5</div>
EDUCATION	No education at all <div style="text-align: right;">1</div>	Basic education but not enough <div style="text-align: right;">2</div>	Sufficient education <div style="text-align: right;">3</div>	Has relevant qualifications and certificates <div style="text-align: right;">4</div>	Has additional qualifications, Diploma/Degree <div style="text-align: right;">5</div>
MOTIVATION & AMBITION	No motivation and ambition <div style="text-align: right;">1</div>	Little interest, seems to be complacent <div style="text-align: right;">2</div>	Interest fair, and reasonable desire to succeed <div style="text-align: right;">3</div>	Definite future wants to succeed <div style="text-align: right;">4</div>	Ambitious, high aims, planned aims, of success <div style="text-align: right;">5</div>
COMMUNICATION SKILL	No skill at all <div style="text-align: right;">1</div>	Little skill <div style="text-align: right;">2</div>	Reasonable amount of skill <div style="text-align: right;">3</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill <div style="text-align: right;">5</div>
SUPERVISORY SKILL	Lacking in such skill <div style="text-align: right;">1</div>	Has skills but not enough <div style="text-align: right;">2</div>	Reasonably skilled <div style="text-align: right;">3</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill and experience <div style="text-align: right;">5</div>
ADAPTABILITY	Incompatible <div style="text-align: right;">1</div>	Alright but not good enough <div style="text-align: right;">2</div>	Reasonably sufficient <div style="text-align: right;">3</div>	Good adaptability <div style="text-align: right;">4</div>	Can definitely adapt well <div style="text-align: right;">5</div>
TOTAL					

Recommendations for employment :

YES NO / KIV

Comments : Yes, good candidate. Great background of work. Match for

project management

Signature of Interviewer : Basic salary : _____ Allowances : _____

Reporting to : _____ Department : _____ Section : _____

Commencing date : _____ Probation : _____ Others : _____

Verified by HRD : _____ Approved by : _____ Date : _____

P/s: task to be crossed between admin & commercial
1 cp reporting to husna & muiz

INTERVIEW APPRAISAL FORM



Name: ARBAIE FAIZIL Position: PROJECT ASSISTANT Date: 25/11/2022

Interviewer's name: ANGGAR CAJIMAN Designation: TRAINING COORDINATOR Dept: HR

PHYSICAL APPEARANCE	Unpleasant appearance 1	Appears to lack energy 2	Good physical appearance 3	Appears fit and alert 4	Exceptionally energetic 5	4
TRAITS	Nervous and embarrassed 1	Stiff and uncomfortable 2	comfortable and at ease 3	Alert and free of tension 4	Unusually self possessed/alert 5	4
CONFIDENCE	Shy, retiring, arrogant 1	Submissive, and argumentative 2	Reasonably self assured 3	Shows self confidence 4	Self assured and inspires confidence 5	5
EXPRESSION OF IDEAS	Unclear and illogical 1	Not well defined or expressed 2	Makes sense 3	Convincing thoughts 4	Exceptionally good and logical 5	4
EXPERIENCE	No experience at all 1	Experience not suitable but helpful 2	Fair experience 3	Experience suits job 4	Experienced, suits job very well 5	5
EDUCATION	No education at all 1	Basic education but not enough 2	Sufficient education 3	Has relevant qualifications and certificates 4	Has additional qualifications, Diploma/Degree 5	4
MOTIVATION & AMBITION	No motivation and ambition 1	Little interest, seems to be complacent 2	Interest fair, and reasonable desire to succeed 3	Definite future wants to succeed 4	Ambitious, high aims, planned aims, of success 5	5
COMMUNICATION SKILL	No skill at all 1	Little skill 2	Reasonable amount of skill 3	Good skill 4	Exceptionally good skill 5	4
SUPERVISORY SKILL	Lacking in such skill 1	Has skills but not enough 2	Reasonably skilled 3	Good skill 4	Exceptionally good skill and experience 5	4
ADAPTABILITY	Incompatible 1	Alright but not good enough 2	Reasonably sufficient 3	Good adaptability 4	Can definitely adapt well 5	4
TOTAL						43

Recommendations for employment: Chemical - YES / NO / KIV Starting: 15/12/2022
 Comments: Mechanical/Exp with proxy protese: own Transport

Signature of Interviewer: _____ Basic salary: _____ Allowances: _____
 Reporting to: _____ Department: _____ Section: _____
 Commencing date: _____ Probation: _____ Others: _____
 Verified by HRD: _____ Approved by: _____ Date: _____

~~* Interested to be attach to Commercial JB & JBPM Team to assist Muiz.~~
~~* to replace Syaedin resigned on 25/11/22~~

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per :

NRIC Arbaie binti Ahmad Faizil Yap

Preferred Name : Arbaie

Gender : Male [] Female [✓]

Old I/C No. :-

New I/C No. : 990108066024

Nationality : Malaysian

Passport No. : A51692729

Date of Birth : 8 January 1999

Place of Birth : HTAA

Age : 23

Marital Status : Single

Permanent Address (house)

No 57, Lrg 18,
Taman Seri Inderapura,
25150 Kuantan,
Pahang.

Correspondence Address (mailing)

Effective Until : Current

Tel : (House)

No.

(Mobile) +6013-9565843

Tel. No. :

(House)

(Office)

Fax No. :

-

E-mail :

Arbaie199work@gmail.com

FAMILY PARTICULARS

i) Name of Spouse :

(if applicable)

Occupation :

Name of Employer :

Tel No. :

ii) Details of Children (if applicable)

	Name	Gender	Birth Date	Level of Education
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

iii. Do you have any family members currently employed in Galaxy Aerospace (M) Sdn. Bhd. or working in Gading Group? If yes, please specify.

No

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) MRSM Kuantan	Jan 2012	Dec 2016	PMR/PT3 Grade : 8A2B Aggregate : SPM Grade : 6A3B Aggregate :
A-Level/STPM/Matriculation(s) Kolej Matrikulasi Pahang	June 2017	May 2018	Result(s) : 3.49
Certificate(s)	NA	NA	Major : NA Grade : NA
Diploma Course(s)	NA	NA	Major : NA CGPA/Grade : NA
Degree Course(s) Chemical Engineering (Environment)	August 2018	August 2022	Major : Chemical Engineering Minor : Environment CGPA/Class : 3.50 / First Class Honor
Post Graduate Course(s)	NA	NA	Area of study : NA CGPA/Class : NA
Professional Qualification(s)	NA	NA	Level/Stage : NA

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

• Are you familiar in operating a computer?
 Yes / No

Bahasa Melayu
English : _____
Others : _____

* Written	* Spoken
Excellent	Excellent
Excellent	Excellent

• List of PC Software that you are familiar with
Microsoft Office

OTHER SKILLS (Please Specify)

MATLAB, AutoCAD, Aspen V10 & HYSIS, and Visio

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	Awarded as Gold Prize winner for best presenter category during In-Joint Symposium at Universitas Indonesia.
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WORKING EXPERIENCE						
Name of Organization and Position Held	Period of Employment			Summary of responsibility	Last drawn/ current salary	Reason(s) for leaving/wanting to leave
	From (mm/yy)	To (mm/yy)	Total No. of years			
1. Petronas Technical Service Sdn Bhd Process Engineering Intern	August 2021	November 2021	4 months	- Support project task for Turnaround in Gas Processing Santong. - Prepare the Job Pack for Low Temperature Separation Unit (LTSU) during Turnaround. - Participate in meetings that involve vendor and team for Turnaround preparation. -Participate in preparation and compilation of final documentation for QA/QC. -Support the Technical Professional (TP) and senior team member during Turnaround.	N/A	Completed the compulsory internship programme by university.
2. Swan Heritage HQ Quality Inspector	March 2021	March 2021	1 month	-Interacted with the customers regarding quality issues of the product. - Review the quality of the products to meet the specification provided.	N/A	Ended 1 month contract for part time job during semester break.

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:	Bonus (No. of months): <u>N/A</u> Contractual : <u>N/A</u> Variable : <u>N/A</u>	Do you possess your own transport Yes : <u>Yes</u> No : <u> </u>	What type of transport license do you have? B2,D,Others(Please specify) : <u>DA</u>
Allowances (Please specify if any) :	Car Privilege Type : <u>N/A</u> Driver : (Yes/No) Petrol Allowance/month : <u>N/A</u>	Loan subsidy : Interest rate House (Yes/No) : <u>N/A</u> % Car (Yes/No) : <u>N/A</u> % Others : <u>N/A</u> %	
Other Benefits (If any):			
Expected monthly salary: RM 2500-3000		Resignation notice period : N/A	

What is your greatest achievement in your previous/current career?

Since I am a fresh graduate, my greatest achievement would be the recognition of High Prestige Award and Gold medal award in Virtual Asia Innovation Show during final year.

Is there any other information (personal or work experience) which is relevant to this application?
(If yes, please specify)

Yes, my experience during internship is quite similar to this application, but in different industry.

Have you been interviewed before in Galaxy Aerospace or Gading Group? If yes, please provide the position interviewed for and date of the interview.

No

PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : Ts. Mohamed Syazwan bin Osman

Address : UITM Pulau Pinang,

: Jalan Permatang Pauh,

: 13500, Pulau Pinang.

Tel No. : +6013-2022645

Relationship : FYP Supervisor

Name : Dr. Siti Aminah binti Md Ali

Address : UITM Pulau Pinang,

: Jalan Permatang Pauh,

: 13500, Pulau Pinang.

Tel No. : +6012-5729440

Relationship : Academic Advisor (PA)

DECLARATION

I hereby declare that all the information given in this employment application form is true and complete. Any false information provided would subject myself to possible disciplinary action by Galaxy Aerospace (M) Sdn. Bhd. or Gading Group of Companies.

Signature :  _____

Date : 24/11/2022