

## INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: AKHLUMA JAAFAN. Position: Procurement Exe Date: 29/5/24.  
 Interviewer's name: MOHD SUMAILI SULAIMAN Designation: SCC Dept: Log & Procurement

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	3
CONFIDENCE	Shy, retiring, arrogant 1	Submissive, and argumentative 2	Reasonably self assured 3	Shows self confidence 4	Self assured and inspires confidence 5	3
EXPRESSION OF IDEAS	Unclear and illogical 1	Not well defined or expressed 2	Makes sense 3	Convincing thoughts 4	Exceptionally good and logical 5	3
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	3
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	3
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	3
ADAPTABILITY	Incompatible 1	Alright but not good enough 2	Reasonably sufficient 3	Good adaptability 4	Can definitely adapt well 5	3
<b>TOTAL</b>						<b>33</b>

Recommendations for employment :

YES / NO / KIV

Comments : Recommend to join procurement dept as procurement & logistic & collective.

Signature of Interviewer: [Signature] Basic salary: 2,700 Allowances:   
 Reporting to: Mohd Sumaili Sulaiman Department: Procurement Log. Section:   
 Commencing date: 1/7/24. Probation: 6 month Others:   
 Verified by HRD:  Approved by:  Date:

Recommend,  
[Signature]  
**MOHD SUMAILI SULAIMAN**  
 Procurement, Warehouse & Logistic Controller  
 Galaxy Aerospace (M) Sdn Bhd  
 (1040262-D)

## INTERVIEW APPRAISAL FORM

Galaxy Airports Ltd

Name Aichyuna Jaafar Position Procurement Executive Date 29/3/24

Interviewer's name: Muhammad Anif Najmudin Designation: HR Dept: HR

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	3
	1	2	3	4	5	
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	Unusually self possessed/alert	3
	1	2	3	4	5	
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	3
	1	2	3	4	5	
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	2
	1	2	3	4	5	
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced, suits job very well	3
	1	2	3	4	5	
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree	2
	1	2	3	4	5	
MOTIVATION & AMBITION	No motivation and ambition	Little interest, seems to be complacent	Interest fair, and reasonable desire to succeed	Definite future wants to succeed	Ambitious, high aims, planned aims, of success	3
	1	2	3	4	5	
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	4
	1	2	3	4	5	
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	3
	1	2	3	4	5	
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	3
	1	2	3	4	5	
<b>TOTAL</b>						<b>29</b>

Recommendations for employment :

YES / NO / N/A

Comments :

Signature of Interviewer: [Signature] Basic salary: ..... Allowances: .....

Reporting to: Logistic & Procurement Controller Department: Procurement Station: .....

Commencing date: ..... Probation: ..... Others: .....

Verified by HRD: ..... Approved by: ..... Date: .....