

# INTERVIEW APPRAISAL FORM



Name: Muhammed Umarul Anam Position: Protge Commercial Date: 5/12/2022

Interviewer's name: Fanzeer Akmalin Designation: CA Dept: COMMERCIAL

| PHYSICAL APPEARANCE   | Unpleasant appearance      | Appears to lack energy                  | Good physical appearance                        | Appears fit and alert                        | Exceptionally energetic                        |           |
|-----------------------|----------------------------|---|---|--|--|-----------|
|                       | 1                          | 2                                       | 3   | 4  | 5  | 4         |
| TRAITS                | Nervous and embarrassed    | Stiff and uncomfortable                 | comfortable and at ease                         | Alert and free of tension                    | Unusually self possessed/alert                 | 4         |
|                       | 1                          | 2                                       | 3   | 4  | 5  | 4         |
| CONFIDENCE            | Shy, retiring, arrogant    | Submissive, and argumentative           | Reasonably self assured                         | Shows self confidence                        | Self assured and inspires confidence           | 4         |
|                       | 1                          | 2                                       | 3   | 4  | 5  | 4         |
| EXPRESSION OF IDEAS   | Unclear and illogical      | Not well defined or expressed           | Makes sense                                     | Convincing thoughts                          | Exceptionally good and logical                 | 4         |
|                       | 1                          | 2                                       | 3   | 4  | 5  | 4         |
| 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  | 3         |
| EDUCATION             | No education at all        | Basic education but not enough          | Sufficient education                            | Has relevant qualifications and certificates | Has additional qualifications, Diploma/Degree  | 4         |
|                       | 1                          | 2                                       | 3   | 4  | 5  | 4         |
| 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 | 4         |
|                       | 1                          | 2                                       | 3   | 4  | 5  | 4         |
| COMMUNICATION SKILL   | No skill at all            | Little skill                            | Reasonable amount of skill                      | Good skill                                   | Exceptionally good skill                       | 4         |
|                       | 1                          | 2                                       | 3   | 4  | 5  | 4         |
| 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  | 3         |
| ADAPTABILITY          | Incompatible               | Alright but not good enough             | Reasonably sufficient                           | Good adaptability                            | Can definitely adapt well                      | 4         |
|                       | 1                          | 2                                       | 3   | 4  | 5  | 4         |
| <b>TOTAL</b>          |                            |   |   |  |  | <b>38</b> |

Recommendations for employment :

Comments : 12/12/2022 AVAP. YES / NO / KIV 12/12/2022

Signature of Interviewer : [Signature] Basic salary : RM 2000 Allowances : RM 2000  
 Reporting to : CA Department : COMM Section : Protge  
 Commencing date : 12/12/2022 Probation : 3 months Others : -  
 Verified by HRD : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_\_