

INTERVIEW APPRAISAL FORM

Executive



Name: Mariessa binti Mohd Zaharin Position: Finance Assistant Date: 5/9
 Interviewer's name: Badrulzaman bin Aminuddin Designation: Finance Controller Dept: Finance

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	3
	1	2	3	4	5	
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	4
	1	2	3	4	5	
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	3
	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	2
	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, or 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	2
	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	
TOTAL						33

Recommendations for employment:

YES / NO / KIV

Comments: Mariessa is a protégé posted at MINDEF was keen to further employ at CATM under finance department. Her experience handling contract shall be useful.

Signature of interviewer: [Signature] Basic salary: 2500 Allowances: 3.00

Reporting to: FINANCE CONTROLLER Department: FINANCE Section:

Commencing date: 15/9 @ 11/0 Probation: - Others:

Verified by HRD: Approved by: Date: