

INTERVIEW APPRAISAL FORM



Name: NUR ADILAH BINTI HARUN

Position: PRODUCTION PLANNER

Date: 30 JUNE 2022

Interviewer's name : AMRAN SHAH MASNON

Designation: CHIEF ENGINEER

Dept : AMO

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	4
TRAITS	Nervous and embarrassed	Stiff and embarrassed	comfortable and at ease	Alert and free of tension	Unusually self possessed / alert	3
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	3
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	3
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced suits job very well	3
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree	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
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	4
SUPERVISORY	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	3
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	3
<b>TOTAL</b>						<b>34</b>

Recommendations for employment

YES

Comments To become PPC

Signature of Interviewer:  
Reporting to  
Commencing date:

*Amran Shah*  
Chief Engineer  
15/7/2022

Basic salary  
Department  
Probation  
Approved by

RM 2,000.00  
AMO

Verified by HRD



# NUR ADILAH BINTI HARUN

019-8419149  
nuradilahharun@yahoo.com  
Beaufort, Sabah

## ABOUT ME

Name: Nur Adilah Binti Harun  
Date of Birth: 20th March 1995  
Nationality: Malaysian  
Marital Status: Single

## SOFTWARE SKILLS

- Microsoft Word (Advanced)
- Microsoft PowerPoint (Advanced)
- Microsoft Excel (Intermediate)
- Windows Movie Maker (Intermediate)

## LANGUAGE COMPETENCY

- Bahasa Melayu (Excellent)
- English (Intermediate)

## Reference

Dr. Dzulzalani Bin Eden  
Lecturer  
Faculty of Social Sciences and  
Humanities  
Universiti Malaysia Sarawak  
edzul@unimas.my

## PROFILE SUMMARY

A social sciences graduate from Universiti Malaysia Sarawak (UNIMAS) who has completed a degree majoring in Industrial Relations and Labour Studies ready to embark upon a career. I am highly determined and willing to learn in order to enhance my skills and knowledge. I would like to be a part of a company where I could use all my experience, knowledge and skills to every task given as well as to gain a new experience to develop and matured.

## WORK EXPERIENCE (INDUSTRIAL TRAINING)

### Ministry of Industrial Development Sabah (June 2018 - August 2018)

#### Administrative Department

- Assisted File and Store Management
- Wrote related Correspondence
- Prepared a video for an event held within the ministry

## EDUCATION BACKGROUND

### Universiti Malaysia Sarawak (2016 - 2019)

Bachelor of Social Sciences (Hons) Industrial Relations and Labour Studies

- CGPA: 3.23

### SMK Gadong, Beaufort (2008 - 2014)

#### Sijil Tinggi Persekolahan Malaysia (STPM)

- CGPA: 2.67
- #### Sijil Pelajaran Malaysia (SPM)
- 1A 1A- 3B+ 2C+

## CO-CURRICULAR ACTIVITIES

### Aug. 2016 - May 2019

- Participated in Occupational Safety & Health Night Run
- Attended Domestic Inquiry and Labour Court Hearings
- Attended MASS CPR Awareness and Training Programme
- Attended Successful Corporate Leader's talk

### June 2013 - April 2015

- Attended the course of Word Processing (MS Word) Level 1
- Attended the course of Spreadsheet (MS Excel) Level 1 & 2
- Attended 'Perkampungan Menara Gading 2014 (MENARA '14)'
- Committee member of 'Karnival Sukan 1M1S'
- Volunteered in 'Kejohanan Balapan dan Padang (KEBAPA) ke-44'
- Participated in 'Hari Merentas Desa Peringkat Sekolah'
- Attended Youth Seminar in conjunction with Malaysia Day 2013

### Jan. 2008 - Nov. 2012

- Attended Student Leadership Camp
- Participated in Choral Speaking Performance
- Represented school in Choral Speaking Competition Beaufort District Level
- Participated in Science & Mathematics Quiz

**For Office Use : HRIS**Interview  
Date:

Panel Interview :

Checked :  
Date &  
InitialPlease Affix a  
Recent Passport Size  
Photograph**EMPLOYMENT APPLICATION  
FORM****PERSONAL PARTICULARS**Name as per : NUR ADILAH BINTI HARUN  
NRIC

Preferred Name : ADILAH / DILAH

Gender : Male [ ] Female [ / ]

Old I/C No. :

New I/C No. : 950320125232

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 20/03/1995

Place of Birth : SABAH

Age : 27

Marital Status : SINGLE

Permanent Address (house)

Correspondence Address (mailing)

Effective Until : \_\_\_\_\_

KAMPUNG LAGO, PETI SURAT 10, 89807 BEAUFORT,  
SABAH

Tel : (House)

Tel. No. : (House)

(Mobile) 0198419149

(Office)

Fax No. :

E-mail : nuradilahharun@yahoo.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.

### EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s)	2008	2012	PMR/PT3 Grade : 4B 4C Aggregate : : 1A 1A- 3B+ 2C+ 2D SPM Grade : Aggregate :
A-Level/STPM/Matriculation(s)	2013	2014	Result(s) : 2.67
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s)	2016	2019	Major : INDUSTRIAL RELATIONS Minor : LABOUR STUDIES CGPA/Class : 3.23
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

### 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

	* Written	* Spoken
Bahasa Melayu	EXCELLENT	EXCELLENT
English : _____	GOOD	GOOD
Others : _____		

• List of PC Software that you are familiar with  
MS WORD, MS EXCEL, MS  
POWERPOINT

### OTHER SKILLS ( Please Specify )

\_\_\_\_\_

### EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	_____
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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			
						
Please use attachment for additional information.						

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

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

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

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

**PERSONAL REFERENCES (NON - RELATIVES / NONSCEMPLOYEE)**

Name : DR. DZULZALANI BIN EDEN

Address : FACULTY OF SOCIAL SCIENCES AND  
HUMANITIES  
UNIVERSITI MALAYSIA SARAWAK

Tel No. : \_\_\_\_\_

Relationship : LECTURER

Name : \_\_\_\_\_

Address : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

Tel No. : \_\_\_\_\_

Relationship : \_\_\_\_\_

**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 : NUR ADILAH HARUN

Date : 30/06/2022