

## INTERVIEW APPRAISAL FORM

Name : Muhammad Zumar Skaffal Position : PE Date : 19/10/2022

Interviewer's name : Fareez Audebin Designation : CM Dept : COMM

PHYSICAL APPEARANCE	Unpleasant appearance <div style="text-align: right;">1      2</div>	Appears to lack energy <div style="text-align: right;">2      3</div>	Good physical appearance <div style="text-align: right;">3      4</div>	Appears fit and alert <div style="text-align: right;">4      5</div>	Exceptionally energetic <div style="text-align: right;">5</div>	3
TRAITS	Nervous and embarrassed <div style="text-align: right;">1      2</div>	Stiff and uncomfortable <div style="text-align: right;">2      3</div>	comfortable and at ease <div style="text-align: right;">3      4</div>	Alert and free of tension <div style="text-align: right;">4      5</div>	Unusually self possessed/alert <div style="text-align: right;">5</div>	4
CONFIDENCE	Shy, retiring, arrogant <div style="text-align: right;">1      2</div>	Submissive, and argumentative <div style="text-align: right;">2      3</div>	Reasonably self assured <div style="text-align: right;">3      4</div>	Shows self confidence <div style="text-align: right;">4      5</div>	Self assured and inspires confidence <div style="text-align: right;">5</div>	4
EXPRESSION OF IDEAS	Unclear and illogical <div style="text-align: right;">1      2</div>	Not well defined or expressed <div style="text-align: right;">2      3</div>	Makes sense <div style="text-align: right;">3      4</div>	Convincing thoughts <div style="text-align: right;">4      5</div>	Exceptionally good and logical <div style="text-align: right;">5</div>	3
EXPERIENCE	No experience at all <div style="text-align: right;">1      2</div>	Experience not suitable but helpful <div style="text-align: right;">2      3</div>	Fair experience <div style="text-align: right;">3      4</div>	Experience suits job <div style="text-align: right;">4      5</div>	Experienced. suits job very well <div style="text-align: right;">5</div>	4
EDUCATION	No education at all <div style="text-align: right;">1      2</div>	Basic education but not enough <div style="text-align: right;">2      3</div>	Sufficient education <div style="text-align: right;">3      4</div>	Has relevant qualifications and certificates <div style="text-align: right;">4      5</div>	Has additional qualifications, Diploma/Degree <div style="text-align: right;">5</div>	4
MOTIVATION & AMBITION	No motivation and ambition <div style="text-align: right;">1      2</div>	Little interest, seems to be complacent <div style="text-align: right;">2      3</div>	Interest fair, and reasonable desire to succeed <div style="text-align: right;">3      4</div>	Definite future wants to succeed <div style="text-align: right;">4      5</div>	Ambitious, high aims, planned aims, of success <div style="text-align: right;">5</div>	4
COMMUNICATION SKILL	No skill at all <div style="text-align: right;">1      2</div>	Little skill <div style="text-align: right;">2      3</div>	Reasonable amount of skill <div style="text-align: right;">3      4</div>	Good skill <div style="text-align: right;">4      5</div>	Exceptionally good skill <div style="text-align: right;">5</div>	3
SUPERVISORY SKILL	Lacking in such skill <div style="text-align: right;">1      2</div>	Has skills but not enough <div style="text-align: right;">2      3</div>	Reasonably skilled <div style="text-align: right;">3      4</div>	Good skill <div style="text-align: right;">4      5</div>	Exceptionally good skill and experience <div style="text-align: right;">5</div>	3
ADAPTABILITY	Incompatible <div style="text-align: right;">1      2</div>	Alright but not good enough <div style="text-align: right;">2      3</div>	Reasonably sufficient <div style="text-align: right;">3      4</div>	Good adaptability <div style="text-align: right;">4      5</div>	Can definitely adapt well <div style="text-align: right;">5</div>	5
<b>TOTAL</b>						<b>38</b>

Recommendations for employment :

**YES** / NO / KIV

Comments : - nice 4.5 star

Signature of Interviewer : Basic salary : \_\_\_\_\_ Allowances : \_\_\_\_\_

Reporting to : COMM. MAN. Department : COMM. Section : PE

Commencing date : 1<sup>st</sup> March 2023 Probation : 6 Others : -

Verified by HRD : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_\_