

## INTERVIEW APPRAISAL FORM



Name : FATINI HAFNI Position : ADMIN Date : 27/9/23

Interviewer's name : OMAR Designation : \_\_\_\_\_ Dept : \_\_\_\_\_

PHYSICAL APPEARANCE	Unpleasant appearance <div style="text-align: right;">1</div>	Appears to lack energy <div style="text-align: right;">2</div>	Good physical appearance <div style="text-align: right;"><del>3</del></div>	Appears fit and alert <div style="text-align: right;">4</div>	Exceptionally energetic <div style="text-align: right;">5</div>	<b>3</b>
TRAITS	Nervous and embarrassed <div style="text-align: right;">1</div>	Stiff and uncomfortable <div style="text-align: right;">2</div>	comfortable and at ease <div style="text-align: right;"><del>3</del></div>	Alert and free of tension <div style="text-align: right;">4</div>	Unusually self possessed/alert <div style="text-align: right;">5</div>	<b>3</b>
CONFIDENCE	Shy, retiring, arrogant <div style="text-align: right;">1</div>	Submissive, and argumentative <div style="text-align: right;">2</div>	Reasonably self assured <div style="text-align: right;">3</div>	Shows self confidence <div style="text-align: right;"><del>4</del></div>	Self assured and inspires confidence <div style="text-align: right;">5</div>	<b>4</b>
EXPRESSION OF IDEAS	Unclear and illogical <div style="text-align: right;">1</div>	Not well defined or expressed <div style="text-align: right;">2</div>	Makes sense <div style="text-align: right;"><del>3</del></div>	Convincing thoughts <div style="text-align: right;">4</div>	Exceptionally good and logical <div style="text-align: right;">5</div>	<b>3</b>
EXPERIENCE	No experience at all <div style="text-align: right;">1</div>	Experience not suitable but helpful <div style="text-align: right;">2</div>	Fair experience <div style="text-align: right;"><del>3</del></div>	Experience suits job <div style="text-align: right;">4</div>	Experienced. suits job very well <div style="text-align: right;">5</div>	<b>3</b>
EDUCATION	No education at all <div style="text-align: right;">1</div>	Basic education but not enough <div style="text-align: right;">2</div>	Sufficient education <div style="text-align: right;"><del>3</del></div>	Has relevant qualifications and certificates <div style="text-align: right;">4</div>	Has additional qualifications, Diploma/Degree <div style="text-align: right;">5</div>	<b>3</b>
MOTIVATION & AMBITION	No motivation and ambition <div style="text-align: right;">1</div>	Little interest, seems to be complacent <div style="text-align: right;">2</div>	Interest fair, and reasonable desire to succeed <div style="text-align: right;"><del>3</del></div>	Definite future wants to succeed <div style="text-align: right;">4</div>	Ambitious, high aims, planned aims, of success <div style="text-align: right;">5</div>	<b>3</b>
COMMUNICATION SKILL	No skill at all <div style="text-align: right;">1</div>	Little skill <div style="text-align: right;">2</div>	Reasonable amount of skill <div style="text-align: right;">3</div>	Good skill <div style="text-align: right;"><del>4</del></div>	Exceptionally good skill <div style="text-align: right;">5</div>	<b>4</b>
SUPERVISORY SKILL	Lacking in such skill <div style="text-align: right;">1</div>	Has skills but not enough <div style="text-align: right;">2</div>	Reasonably skilled <div style="text-align: right;"><del>3</del></div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill and experience <div style="text-align: right;">5</div>	<b>3</b>
ADAPTABILITY	Incompatible <div style="text-align: right;">1</div>	Alright but not good enough <div style="text-align: right;">2</div>	Reasonably sufficient <div style="text-align: right;"><del>3</del></div>	Good adaptability <div style="text-align: right;">4</div>	Can definitely adapt well <div style="text-align: right;">5</div>	<b>3</b>
<b>TOTAL</b>						<b>32</b>

Recommendations for employment : YES / ~~NO~~ / ~~HR~~

Comments : WILLING TO LEARN AND TAKE ON CHALLENGES

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

Reporting to : \_\_\_\_\_ Department : \_\_\_\_\_ Section : \_\_\_\_\_

Commencing date : \_\_\_\_\_ Probation : \_\_\_\_\_ Others : \_\_\_\_\_

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