

INTERVIEW APPRAISAL FORM

Galaxy Aerospace 

Name: Noor Bashirah Bt Basri Position: EO Date: 20/6/23

Interviewer's name: Datin June Alias Designation: EO Dept: Admin/HR

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	3
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	Unusually self possessed/alert	1
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 <u>Degree</u>	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, of success	3
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	3
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	1
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	2
TOTAL						27/30

Recommendations for employment : YES / NO / KIV

Comments :

Signature of Interviewer : Basic salary : Allowances :
 Reporting to : Department : Section :
 Commencing date : Probation : Others :
 Verified by HRD : Approved by : Date :

30 yrs old
 Unemployed aviation mgt
 ex. commercial exec.
 2019. redesign - PA.
 Privilege
 handling meeting / all client / admin
 - ok / ptt dept.
 married - 3 kids / grand ops. (2021)
 Parents - Desare Immigration / nom HR
 1 sister + 1 brother 2/3.

Brother - Dombu Tabery.
 Sister - stall seller, nasi daging utam
 Suami - Landa, parok
 * max wage has to disprove stage 2 breast cancer.

- Not for md.
 - open to other dept.

INTERVIEW APPRAISAL FORM



Name: NOOR BASHIRAH BINTI BASKI Position: Secretary to MD Date: 20/6/2023
~~SETIA PERKASA~~ ~~PA to MD~~

Interviewer's name: SETIA PERKASA Designation: HR Exec Dept: Admin

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	4
	1	2	3	4	5	
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	3
	1	2	3	4	5	
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	
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	
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	
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	3
	1	2	3	4	5	
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	3
	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	4
	1	2	3	4	5	
TOTAL						33/50

Recommendations for employment : YES / NO / KIV

Comments :

Signature of Interviewer : Basic salary : Allowances :
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Emilia with current management -
 Currently doing functional role at MD PA & commencing
 mostly majority of PA tasks.
 Expected: Rmsk (negotiable)

3 month notice
 for early release?