

INTERVIEW APPRAISAL FORM



Name : SUKLAWA BINTI ZABARA Position : HR CONTROLLER Date : 17/11/23

Interviewer's name : SULHAN ALIAS Designation : HR ADMIN Dept : HR

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	
	1	2	3	4	5	5
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	Unusually self possessed/alert	
	1	2	3	4	5	4
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	
	1	2	3	4	5	4
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	
	1	2	3	4	5	4
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced. suits job very well	
	1	2	3	4	5	5
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree	
	1	2	3	4	5	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	
	1	2	3	4	5	4
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	
	1	2	3	4	5	4
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	
	1	2	3	4	5	4
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	
	1	2	3	4	5	4
TOTAL						43/55

Recommendations for employment :

YES / NO / KIV

Comments : Basic 6 +100 phone.

Signature of Interviewer : [Signature] Basic salary : _____ Allowances : _____

Reporting to : _____ Department : _____ Section : _____

Commencing date : _____ Probation : _____ Others : _____

Verified by HRD : _____ Approved by : _____ Date : 17/11/2023