

# INTERVIEW APPRAISAL FORM



Name: MOHAMMAD KHALISA Position: Logistic Improvement Executive Date: 29/9/22  
 Interviewer's name: MOHD SUMAILI SUCAMANI Designation: Logistic Procurement Controller Dept: Logistic

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

Recommendations for employment :

**YES** / NO / KIV

Comments : Take over Syazra position for almost 1/2 year  
Recommend to approve as a Staff Logistic.

Signature of Interviewer : [Signature] Basic salary : \_\_\_\_\_ Allowances : \_\_\_\_\_  
 Reporting to : Sumaili Sulwan Department : Logistic/Engineering Section : Logistic  
 Commencing date : 4/10/2022 Probation : \_\_\_\_\_ Others : \_\_\_\_\_  
 Verified by HRD : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

Rm 3000/2 - Khalisa request.  
Budget Rm 2600 + Rm 100 = [Rm 2700] Approved by Bm  
[Signature] 4/10/22

**INTERVIEW APPRAISAL FORM**

Name: Khalis Nazri (1 years) Position: Warehouse (Protege) Date: 29/9/22

Interviewer's name: Akmal Aziz Designation: Logistic Procurement Dept: Logistic

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

Recommendations for employment :

Comments : YES / NO / KIV  
holding Store position for almost 1/2 year.  
Recommend to absorb as a staff.

Signature of Interviewer : [Signature] Basic salary : \_\_\_\_\_ Allowances : \_\_\_\_\_  
 Reporting to : En Sumali Department : Engineering Section : Logistic  
 Commencing date : 4/10/2022 Probation : 3-6 Mnth Others : \_\_\_\_\_  
 Verified by HRD : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

- Expected: 2700.00 - 3000.00  
 SOP : ... x teratur  
 punca : - salary