

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name: Nurul Fitriah SYAFIQAH BT SHAMSUL ABDELIL Position: Procurement Protg Date: 20/5/24

Interviewer's name: MOHD SUMAN SULAIMAN Designation: Supply Chain Controller Dept: Logistics/procure

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	
	1	2	3	4	5	3
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	2
	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	2
	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	5
	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	5
	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	3
	1	2	3	4	5	
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	3
	1	2	3	4	5	
TOTAL						33

Recommendations for employment:

Comments: YES / NO / KIV
Recommend hiring as protegee procure ment to replace Nur Syazlin.

Signature of Interviewer: Basic salary: _____ Allowances: KM 2000
 Reporting to: Supply Chain Controller Department: Engineering Section: procurement
 Commencing date: _____ Probation: _____ Others: _____
 Verified by HRD: _____ Approved by: _____ Date: _____

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name : Nurul Atiqah Syafiqah Binti Shamsul Abdillah Position : Procurement protege Date : 30/8/2024

Interviewer's name : Muhamad Arif Bin Najatudin Designation : HR Executive Dept : HR

PHYSICAL APPEARANCE	Unpleasant appearance <input type="checkbox"/> 1	Appears to lack energy <input type="checkbox"/> 2	Good physical appearance <input checked="" type="checkbox"/> 3	Appears fit and alert <input type="checkbox"/> 4	Exceptionally energetic <input type="checkbox"/> 5	3
TRAITS	Nervous and embarrassed <input type="checkbox"/> 1	Stiff and uncomfortable <input type="checkbox"/> 2	comfortable and at ease <input checked="" type="checkbox"/> 3	Alert and free of tension <input type="checkbox"/> 4	Unusually self possessed/alert <input type="checkbox"/> 5	3
CONFIDENCE	Shy, retiring, arrogant <input type="checkbox"/> 1	Submissive, and argumentative <input type="checkbox"/> 2	Reasonably self assured <input checked="" type="checkbox"/> 3	Shows self confidence <input type="checkbox"/> 4	Self assured and inspires confidence <input type="checkbox"/> 5	3
EXPRESSION OF IDEAS	Unclear and illogical <input type="checkbox"/> 1	Not well defined or expressed <input type="checkbox"/> 2	Makes sense <input type="checkbox"/> 3	Convincing thoughts <input checked="" type="checkbox"/> 4	Exceptionally good and logical <input type="checkbox"/> 5	4
EXPERIENCE	No experience at all <input type="checkbox"/> 1	Experience not suitable but helpful <input checked="" type="checkbox"/> 2	Fair experience <input type="checkbox"/> 3	Experience suits job <input type="checkbox"/> 4	Experienced, suits job very well <input type="checkbox"/> 5	2
EDUCATION	No education at all <input type="checkbox"/> 1	Basic education but not enough <input type="checkbox"/> 2	Sufficient education <input checked="" type="checkbox"/> 3	Has relevant qualifications and certificates <input type="checkbox"/> 4	Has additional qualifications, Diploma/Degree <input type="checkbox"/> 5	3
MOTIVATION & AMBITION	No motivation and ambition <input type="checkbox"/> 1	Little interest, seems to be complacent <input type="checkbox"/> 2	Interest fair, and reasonable desire to succeed <input checked="" type="checkbox"/> 3	Definite future wants to succeed <input type="checkbox"/> 4	Ambitious, high aims, planned aims, of success <input type="checkbox"/> 5	3
COMMUNICATION SKILL	No skill at all <input type="checkbox"/> 1	Little skill <input type="checkbox"/> 2	Reasonable amount of skill <input checked="" type="checkbox"/> 3	Good skill <input type="checkbox"/> 4	Exceptionally good skill <input type="checkbox"/> 5	3
SUPERVISORY SKILL	Lacking in such skill <input checked="" type="checkbox"/> 1	Has skills but not enough <input type="checkbox"/> 2	Reasonably skilled <input type="checkbox"/> 3	Good skill <input type="checkbox"/> 4	Exceptionally good skill and experience <input type="checkbox"/> 5	1
ADAPTABILITY	Incompatible <input type="checkbox"/> 1	Alright but not good enough <input checked="" type="checkbox"/> 2	Reasonably sufficient <input type="checkbox"/> 3	Good adaptability <input type="checkbox"/> 4	Can definitely adapt well <input type="checkbox"/> 5	2
TOTAL						27

Recommendations for employment :

YES / NO / KIV

Comments : Recommended hiring as protege procurement.

Signature of Interviewer : amf Basic salary : Allowances : RM 2000

Reporting to : Logistic and procurement controller Department : Engineering Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :