

# INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name MUHAMMAD ARIFF BIN NAJALUDIN Position HR/ADMIN Date 4/8/2023

Interviewer's name ANUAR LAZIMAN Designation HR-TRAINING Dept HR

PHYSICAL APPEARANCE	Unpleasant appearance 1	Appears to lack energy 2	Good physical appearance 3	Appears fit and alert 4	Exceptionally energetic 5	4
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	4
CONFIDENCE	Shy, retiring, arrogant 1	Submissive, and argumentative 2	Reasonably self assured 3	Shows self confidence 4	Self assured and inspires confidence 5	3
EXPRESSION OF IDEAS	Unclear and illogical 1	Not well defined or expressed 2	Makes sense 3	Convincing thoughts 4	Exceptionally good and logical 5	3
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	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 5	4
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	4
COMMUNICATION SKILL	No skill at all 1	Little skill 2	Reasonable amount of skill 3	Good skill 4	Exceptionally good skill 5	3
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	3
ADAPTABILITY	Incompatible 1	Alright but not good enough 2	Reasonably sufficient 3	Good adaptability 4	Can definitely adapt well 5	4
<b>TOTAL</b>						<b>35</b>

Recommendations for employment :

(YES) / NO / KIV

Comments Arif is under protege for the last 12 months.

Currently he assists on protege recruitment/secretariat/HRDP claims/soft skills training/

Signature of Interviewer: Anuar Laziman Basic salary : ..... Allowances : .....

Reporting to : ..... Department : ..... Section : .....

Commencing date : 28/8/2023 Probation : ..... Others : .....

Verified by HRD : ..... Approved by : ..... Date : .....

**ANUAR LAZIMAN**  
TRAINING COORDINATOR/ CONTROLLER  
GALAXY AEROSPACE (M) SDN BHD  
1040262-D