

INTERVIEW APPRAISAL FORM



Name : Misroza Kapin Position : CE Date : 31/01/2022

Interviewer's name : Fareed Awdin Designation : CAI Dept : COMM

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|-----------------------|----------------------------|---|---|--|--|-----------|
| 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 | 4 |
| | 1 | 2 | 3 | 4 | 5 | |
| CONFIDENCE | Shy, retiring, arrogant | Submissive, and argumentative | Reasonably self assured | Shows self confidence | Self assured and inspires confidence | 4 |
| | 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 | 4 |
| | 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 | 4 |
| | 1 | 2 | 3 | 4 | 5 | |
| COMMUNICATION SKILL | No skill at all | Little skill | Reasonable amount of skill | Good skill | Exceptionally good skill | 4 |
| | 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 | 4 |
| | 1 | 2 | 3 | 4 | 5 | |
| TOTAL | | | | | | 39 |

Recommendations for employment :

YES / NO / KIV

Comments : Experienced in claim processing and tender preparation.

Signature of Interviewer : Basic salary : 3,500 Allowances : 100
 Reporting to : CAI Department : COMM Section : GOV MISC
 Commencing date : 15 Feb 2023 Probation : 6 months Others : -
 Verified by HRD : _____ Approved by : _____ Date : _____