

INTERVIEW APPRAISAL FORM



Name : MUHAMMAD ARIF Position : Protoge - Admin/HR Date : 18/3/22

Interviewer's name : JUNE ALIAS Designation : HRD Dept : HRD

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

Recommendations for employment : **YES / NO / KIV**

Comments :

Signature of Interviewer : Basic salary : Allowances :

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

- Rahang, Sek. 16, SHAH ALAM, PDG. JAWA
- 25 thn. 3/6, meninggal stroke tepi jln., Jan. 22 / TMB /
- Abs., katek & subang. keje dgn pakek / security bsmu.
- uim + Tng. 14.
- Commercials - Jaiich Pharmacy / ristan-beli bag
- Beli ubat > Fly.
- motor.

INTERVIEW APPRAISAL FORM

Name: MUHAMMAD ARIZ BIN KADJALUOM Position: PROTEGE HR/ADMIN Date: 18/8/2022
 Interviewer's name: ANUAR Designation: TRAINING COORDINATOR 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	4
EXPRESSION OF IDEAS	Unclear and illogical 1	Not well defined or expressed 2	Makes sense 3	Convincing thoughts 4	Exceptionally good and logical 5	4
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	4
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	4
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	4
ADAPTABILITY	Incompatible 1	Alright but not good enough 2	Reasonably sufficient 3	Good adaptability 4	Can definitely adapt well 5	4
TOTAL						40

Recommendations for employment :

(YES) / NO / KIV

Comments : Unemployment - Jombang
Replacement Shaline (protege) HR - TRAINING / IR / RECRUITMENT
- ASIST ADMIN

Signature of Interviewer : Anuar Basic salary : _____ Allowances : _____

Reporting to : _____ Department : _____ Section : _____

Commencing date : _____ Probation : _____ Others : _____

Verified by HRD : _____ Approved by : _____ Date : _____

MUHAMAD ARIF BIN NAJALUDIN

No 6 Lorong DJ 14 Taman Desa Jaya 2,
Bandar Tun Abdul Razak Jengka
+60166897082
muhamadarifjengka@gmail.com



MAKLUMAT PERIBADI

MUHAMAD ARIF, berumur 24 tahun. Seorang yang berdedikasi dan bersemangat tinggi dalam mencapai fokus yang diimpikan. Cemerlang di dalam kerja berkumpulan. Berkeyakinan tinggi untuk berjaya di dalam hidup.

PENDIDIKAN

SARJANA MUDA SAINS PEMBANGUNAN SUMBER MANUSIA

Universiti Malaysia Sarawak. ✓
CGPA: 3.77 (2019-2021)

IJAZAH SARJANA MUDA SAINS PEMBANGUNAN SUMBER MANUSIA

Universiti Malaysia Sarawak. ✓ ✓
CGPA: 2.98 (2016-2019)

SIJIL TINGGI AGAMA ISLAM MALAYSIA

SMA Ma'ahad As Sultan Ahmad Shah Ad-Dini.
Keputusan: JAYYID ✓

AKTIVITI KOKURIKULUM

UNIVERSITI MALAYSIA SARAWAK (UNIMAS)

- SELAMAT HARI RAYA BRC 2021 : Bendahari Program ✓
- SELAMAT HARI GAWAI BRC 2021: Bendahari Program ✓
- BUNGA RAYA COLLEGE WEEK 2018: AJK Logistik
- PROFESIONAL SHARIAH EXECUTIVE PROGRAMME (UMT) 2019 : Peserta

PENGALAMAN

PASAR RAYA UMART: Bekerja selama tempoh 1 Tahun sebagai Juruwang. Menimba ilmu berurusan dengan pelanggan.

PERBADANAN ADAT Melayu DAN WARISAN NEGERI SELANGOR : Pelajar praktikal selama tempoh 3 bulan. Menimba ilmu sebagai seorang menjalankan peranan sumber manusia (HR).

KOLEJ BUNGA RAYA UNIVERSITI MALAYSIA SARAWAK : Bekerja selama tempoh 2 Tahun sebagai pembantu felo. Menimba ilmu cara menguruskan organisasi dan berkomunikasi.

SPSS

KEMAHIRAN

MS Words	100%
MS Power Point	80%
MS Excel	60%
SPSS	40%
Adobe Photoshop	20%

BAHASA

B. English	80%
B. Malaysia	100%

PERSONALITI



RAMAH



KREATIF



STRATEGIK



AKTIF



DEDIKASI



OPTIMIS

RUJUKAN

DR. MAZDAN BIN ALI AMARAN
Pensyarah
Universiti Malaysia Sarawak
94300, Kota Samarahan
Sarawak
0132554324



UNIVERSITI MALAYSIA SARAWAK

dengan ini menganugerahkan kepada
hereby confers upon

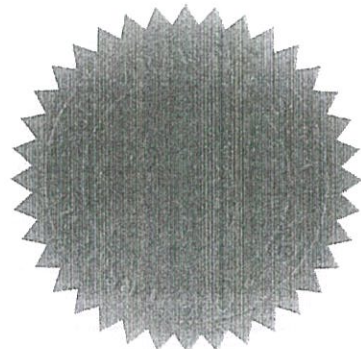
Disahkan benar mengikut Salinan Asal

MUHAMAD ARIF BIN NAJALUDIN

Dr. Mazdan Ali Amaran
Pensyarah
Universiti Malaysia Sarawak
Kota Samarahan, Sarawak

ijazah
the degree of

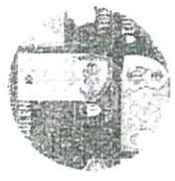
**Sarjana Muda Sains dengan Kepujian (Pembangunan Sumber Manusia)
Bachelor of Science with Honours (Human Resource Development)**



dengan segala hak dan keistimewaan yang ternukil di bawahnya.
with all the rights and privileges pertaining thereto.

Dimeterai pada
Sealed on

30 Oktober 2019 bersamaan 2 Rabiulawal 1441H
30 October 2019 / 2 Rabiulawal 1441H



Pendaftar
Registrar

Dekan
Dean

Naib Canselor
Vice Chancellor

NO. SIRI /
SERIAL NO.: **40614**

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial

Galaxy Aerospace

maintenance . repair . overhaul

Please Affix a
Recent Passport Size
Photograph**EMPLOYMENT APPLICATION
FORM****PERSONAL PARTICULARS**Name as per : *Muhammad Arif Bin Najatudin*
NRIC

Preferred Name :

Gender : Male [/] Female []

Old I/C No. : *970828-06-5435*New I/C No. : *970828-06-5435*Nationality : *Warganegara*

Passport No. :

Date of Birth : *28/08/1997*Place of Birth : *Jengka 10 Pahang*Age : *25*Marital Status : *Bayang*

Permanent Address (house)

*N06 Lotong 14 Taman Desa Jaya 1
26400 Bandar Tan Abdul Razak Jengka
Pahang Darul Makmur*

Correspondence Address (mailing)

Effective Until : _____

Tel No. : (House) *09-4676199*

Tel. No. : (House)

(Mobile) *016-6897082*

(Office)

Fax No. :

E-mail : *Muhamadatifi@ngka@gmail.com***FAMILY PARTICULARS**i) Name of Spouse : -
(if applicable)
Occupation : -
Name of Employer : -
Tel No. : -

ii) Details of Children (if applicable)

	Name	Gender	Birth Date	Level of Education
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

WORKING EXPERIENCE						
Name of Organization and Position Held	Period of Employment			Summary of responsibility	Last drawn/ current salary	Reason(s) for leaving/wanting to leave
	From (mm/yy)	To (mm/yy)	Total No. of years			
Purchasing Executive Jervian	1/6/2022	1/8/2022	2 bulan	Membuat pembelian obat - Merekod data pembelian obat - memantau stok obat Klinik - menjaga E-commerce farmasi	2500.00	
Pembantu feko kolej Bunga Raya unimas	2019	2021	2 tahun	- Memantau aktiviti Pelajar di kolej - Menyemak laporan aktiviti pelajar - Menyemak laporan kewangan aktiviti Pelajar - Membuat memo	-	
KKM Pk B Kota Samarahan	agor 2021	februari 2022	6-Bulan	- Merekod data Pesakit koronavirus - Abses	1000.00	

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: 2500.00	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <u>Yes</u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : <u>B2,D</u>
Allowances (Please specify if any) : Elaun Telefon	Car Privilege Type : <u>Motoristikal</u> Driver : <u>(Yes/No)</u> Petrol Allowance/month : <u>300</u>	Loan subsidy : Interest rate House (Yes/No) : <u>-</u> % Car (Yes/No) : <u>-</u> % Others : <u>-</u> %	
Other Benefits (If any):			
Expected monthly salary:		Resignation notice period : <u>-</u>	