

INTERVIEW APPRAISAL FORM



Name : NURUL NADHIRAH BINTI ABDUL AZIZ Position : PROTÉGÉ TRNG EXEC Date : 12/06/2023

Interviewer's name : ADAM ZAFRAN GEORGE ABDULLAH Designation : TRAINING MANAGER Dept TRAINING

| | | | | | | |
|-----------------------|----------------------------|---|---|--|--|-----------|
| PHYSICAL APPEARANCE | Unpleasant appearance | Appears to lack energy | Good physical appearance | Appears fit and alert | Exceptionally energetic | 3 |
| | 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 | 3 |
| | 1 | 2 | 3 | 4 | 5 | |
| COMMUNICATION SKILL | No skill at all | Little skill | Reasonable amount of skill | Good skill | Exceptionally good skill | 3 |
| | 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 | | | | | | 35 |

Recommendations for employment :

YES / NO / KIV

Comments : RECOMMENDED FOR PROTÉGÉ TRAINING EXECUTIVE POSITION. ABLE TO START ON 03 JULY 2023.

Signature of Interviewer : [Signature] Basic salary : - Allowances : RM 2000.00

Reporting to : ADAM ZAFRAN GEORGE Department : TRAINING Section : TRNG

Commencing date : 03/07/2023 Probation : _____ Others : _____

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

INTERVIEW APPRAISAL FORM

Galaxy Aerospace

Name Nurul Nadhirah Binti Abdul Aziz Position Training (Protege) Date 12/6/2023

Interviewer's name Muhamad Anif Najaludin Designation HR Dept HR

| | | | | | | |
|-----------------------|---|--|--|---|---|-----------|
| 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> | 4 |
| 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> | 4 |
| 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> | 4 |
| 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> | 5 |
| 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> | 4 |
| 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> | 4 |
| 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> | 4 |
| 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> | 4 |
| 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> | 5 |
| 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> | 3 |
| TOTAL | | | | | | 41 |

Recommendations for employment :

YES NO / KIV

Comments : Can start July 2023, Suitable for protege training

Signature of Interviewer : Basic salary : Allowances : 2000

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per : Nurul Nadhirah Binti Abdul Aziz
NRIC

Preferred Name : Nadhirah

Gender : Male [] Female []

Old I/C No. : 971019-10-5884

New I/C No. :

Nationality : Malaysian

Passport No. :

Date of Birth : 19/10/1997

Place of Birth : Petaling Jaya, Selangor

Age : 26

Marital Status : Single

Permanent Address (house)

No 84 Lorong 6 Taman Kuning
Permai, 34000 Taiping Perak

Correspondence Address (mailing)

Effective Until : _____

No 84 Lorong 6 Taman Kuning
Permai, 34000 Taiping Perak

Tel No. : (House)

Tel. No. : (House)

(Mobile) 017-3546722

(Office)

Fax No. :

E-mail : nnadhirahaziz19@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. _____ | _____ | _____ | _____ |

iii. Do you have any family members currently employed in Galaxy Aerospace (M) Sdn. Bhd. or working in Gading Group? If yes, please specify.

EDUCATIONAL DETAILS

| Name of School/College/University | START | FINISH | Qualification obtained (CGPA/Class) |
|---|------------|------------|--|
| | month/year | month/year | |
| Secondary Education(s) SMK Seri Pagi | 2010 | 2014 | PMR/PT3 Grade : Pass Aggregate : 3B 5C SPM Grade : Pass Aggregate : 2A- 1B+ 5B 1D |
| A-Level/STPM/Matriculation(s) | | | Result(s) : |
| Certificate(s) | | | Major : Grade : |
| Diploma Course(s) Diploma in Public Administration | 2015 | 2019 | Major : Administration CGPA/Grade : 2.57 |
| Degree Course(s) Bachelor of Environmental Administration (Hons) | 2020 | 2022 | Major : Administration Minor : Environmental CGPA/Class : 3.39 |
| Post Graduate Course(s) | | | Area of study : CGPA/Class : |
| Professional Qualification(s) | | | Level/Stage : |

COURSE / TRAINING ATTENDED

| Title(s) | Organised by | Date attended | Location |
|----------|--------------|---------------|----------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

LANGUAGE PROFICIENCY

* Please indicate (Average, Good, Excellent)

| | * Written | * Spoken |
|--------------------------|-----------|-----------|
| Bahasa Melayu | Excellent | Excellent |
| English : _____ | Good | Excellent |
| Others : <u>Mandarin</u> | Average | Average |

COMPUTER LITERACY

- Are you familiar in operating a computer?
Yes*/No
- List of PC Software that you are familiar with
MS Office (Word, Excel, Powerpoint), Google Drive (Docs, Sheets, Slides), Spreadsheets (Google Sheets)

OTHER SKILLS (Please Specify)

Communication, teamwork, organize, management, customer-service, time management

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

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 | | | |
| Jasmina Boutique | 2019 | 2020 | 11 months | To assist the customers by recommending the best products. Managing cash registers and processing payments, Cleaning and restocking the store. | RM1500 | Pursued studies |
| Shamsiah Omar Gallery (Boutique) | 2017 | 2017 | 2 months | To assist the customers by recommending the best products. Managing cash registers and processing payments, Cleaning and restocking the store. | RM900 | Pursued studies |

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT

| | | | |
|--------------------------------------|---|---|--|
| Basic monthly salary: | Bonus (No. of months): _____ Contractual : _____ Variable : _____ | Do you possess your own transport Yes : <input checked="" type="checkbox"/> No : <input type="checkbox"/> | What type of transport license do you have? B2,D,Others(Please specify) : _____ _____D |
| Allowances (Please specify if any) : | Car Privilege Type : _____ Driver : (Yes/No) _____ Petrol Allowance/month : _____ | Loan subsidy : Interest rate _____% House (Yes/No) : _____% Car (Yes/No) : _____% Others : _____% | |
| Other Benefits (If any): | | | |
| Expected monthly salary: RM2000 | | Resignation notice period : 0 | |

What is your greatest achievement in your previous/current career?

Being a head of the promotion bureau for Seminar Adat Papatih during my degree in which I was duty to promote the seminar so that people would join. With social medias platform such as Instagram, Facebook, Tik Tok and others have managed to attract people join.

Is there any other information (personal or work experience) which is relevant to this application?
(If yes, please specify)

Have you been interviewed before in Galaxy Aerospace or Gading Group? If yes, please provide the position interviewed for and date of the interview.

PERSONAL REFERENCES (NON - RELATIVES / NONSCEMPLOYEE)

Name : Dr Marni Binti Haji Ghazali

Address : Faculty of Administrative Science

: and Policy Studies, UiTM

: Seremban 3

Tel No. : 012-6882770

Relationship : Lecturer

Name : Dr Farah Adilla Bt Ab Rahman

Address : Faculty of Administrative Science

: And Policy Studies, UiTM

: Seremban 3

Tel No. : 016-3908156

Relationship : Lecturer

DECLARATION

I hereby declare that all the information given in this employment application form is true and complete. Any false information provided would subject myself to possible disciplinary action by Galaxy Aerospace (M) Sdn. Bhd. or Gading Group of Companies.

Signature :  _____

Date : 11/6/2023 _____

NURUL NADHIRAH BINTI ABDUL AZIZ

OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me to achieve personal as well as organization goals. Seeking a position to broaden my experience and sharpen my skills in the related fields.

EDUCATION

| Year | Qualification | University |
|-------------|--|--|
| 2020 - 2022 | Bachelor of Environmental Administration | Universiti Teknologi MARA (UiTM) Kampus Seremban 3 |
| 2015 - 2018 | Diploma in Public Administration | Universiti Teknologi MARA (UiTM) Kampus Seremban 3 |
| 2014 | Sijil Pelajaran Malaysia (SPM) | SMK Seri Pagi |

EXPERIENCE

Retail Worker

Shamsiah Omar Gallery (Clothing Store)

(April 2017 – June 2017)

My duties are to assist the customer's needs and answering any questions that the customer may have. Plus, I also need to recommend the best and the latest products to customers. Managing cash registers and processing payments are also part of duties that I need to carry on. Cleaning and restocking the store throughout the day, before opening and after closing.

JASMINA (Clothing Store)

(October 2019 – September 2020)

My duties are to assist the customer's needs and answering any questions that the customer may have. Plus, I also need to recommend the best and the latest products to customers. Managing cash registers and processing payments are also part of duties that I need to carry on. Cleaning and restocking the store throughout the day, before opening and after closing.



CONTACT

@ nnadhirahaziz19@gmail.com

017 – 354 6722

No 84 Lorong 6, Taman Kuning Permai, 34000 Taiping, Perak.

SOFT SKILLS

- Communication
- Teamwork
- Organize
- Interpersonal
- Management

PERSONAL STRENGTH

- Focus in delivering customer satisfaction
- Able to accomplish task within a specific time
- Self-motivated
- Responsible
- Independent

COMPUTER PROFICIENCY

- MS Word
- MS Excel
- MS PowerPoint

LANGUAGES

- Bahasa Malaysia (Native)
- English (Good)
- Mandarin (Basic)

Internship

(February 2022 – April 2022)

Internship in Department of Urban Services and Health at Taiping Municipal Council, Taiping, Perak.

ACTIVITIES AT HIGHER INSTITUTION

- Participant in “Industrial Relations Day”
- Participant in “Borak Santai Bersama Alumni: Inspirasi CEO”
- Participant in “Bengkel Kemahiran Penulisan Laporan Environmental Impact Assessment (EIA)”
- Participant in “Program Sumbangan Buku Bersama Komuniti Undang Luak Rembau”
- Head of Promotion Bureau in “Seminar Antarabangsa Perkongsian Ilmu Adat”
- Participant in Seminar Antarabangsa Adat Papatih
- Participant in COVID 19: Leadership in Turbulent Time
- Participant in “BEVA Virtual Talk Series: E-Waste Management”
- Participant in “ASCAR SDG Forum: Climate Change Crisis, Let’s Talk About It”
- Participant in “Program Bicara Bersama Ketua Setiausaha Kementerian Perumahan Dan Kerajaan Tempatan”

REFERENCES

- Dr Marni Binti Haji Ghazali
Senior Lecturer in Faculty of Administrative Science and Policy Studies, UiTM Seremban 3
marni_pj@yahoo.com
012 – 688 2779
- Dr Farah Adilla Bt Ab Rahman
Senior Lecturer in Faculty of Administrative Science and Policy Studies, UiTM Seremban 3
farah855@uitm.edu.my