

INTERVIEW APPRAISAL FORM



Name : Muhammad Halhi Bin Hadi Position : Driver Date : 11/11/2024

Interviewer's name : Syazwin Designation : Admin Controller Dept : Admin

PHYSICAL APPEARANCE	Unpleasant appearance 1	Appears to lack energy 2	Good physical appearance 3	Appears fit and alert 4	Exceptionally energetic 5	3
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	5
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	3
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	5
TOTAL						40

Recommendations for employment :

YES / NO / KIV

Comments : Fit to work

Signature of Interviewer : [Signature] Basic salary : 2,300 Allowances : 400

Reporting to : Admin Department : Admin Section : Admin

Commencing date : 5/12/2024 Probation : 6 Others :

Verified by HRD : Approved by : Date :

Cheras, Selangor

Flexibility (Outstation)

Salary (2700 - 3000 k)

previous medical check up - early jan 24 - Fit to work

B2, D, 6DL

Certified Defense Driving Course.

able to communicate & work in team.