

27/9/2023

**INTERVIEW APPRAISAL FORM**



Name: Suriyanti Binti Buton Position: Admin SUK Date: 27/9/2023

Interviewer's name: Muhammad Ahf Bin Ngajudin Designation: HR 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	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	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	4
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>39</b>

Recommendations for employment : YES / NO / KIV

Comments : Recommendation for hiring. Can start immediately.

Signature of Interviewer: Capt. K. M. Fahmi Jahaya Basic salary : ..... Allowances : Rm 2000.00  
 Reporting to : Senior Principal Quality Assurance Person In Charge (Navy) Department : ..... Section : .....  
 Commencing date : Galaxy Aerospace (M) Sdn. Bhd. (1040262-D) 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 : SURIAYANTI BINTI BURHAN  
NRIC

Preferred Name : SURIAYANTI

Gender : Male [ ] Female [ / ]

Old I/C No. :

New I/C No. : 951010-12-5434

Nationality : MALAYSIAN

Passport No. :

Date of Birth : 10 OCTOBER 1995

Place of Birth : HOSPITAL QUEEN ELIZABETH

Age 28

Marital Status : SINGLE

Permanent Address (house)

LOT 17 TINGKAT 3 BLOK,  
TAMAN JAYA DIRI,  
JALAN SEPANGGAR, MENGGATAL,  
88450 KOTA KINABAU, SABAH.Correspondence Address (mailing)  
Effective Until : \_ \_ \_ \_ \_LOT 17 TINGKAT 3 BLOK,  
TAMAN JAYA DIRI,  
JALAN SEPANGGAR, MENGGATAL,  
88450 KOTA KINABAU, SABAH.Tel : (House)  
No.

(Mobile) 011-14148909

Tel. No. : (House)

(Office)

Fax No. :

E-mail : suriaaburhan@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.

NO.

### EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) [SMK TEBOBON]	JAN 2008	DEC 2012	PMR/PT3 Grade : Aggregate : SPM Grade : Aggregate :
A-Level/STPM/Matriculation(s) [SMK BANDARAYA II]	JUNE 2013	DEC 2014	Result(s) : CGPA : 2.67 [STP IN SPORT SCIEN CES]
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) [UNIVERSITI MALAYSIA SARAWAK]	SEPT 2016	MAR 2019	Major : INDUSTRIAL RELATION & LABOUR STUDIES Minor : SOCIAL SCIENCES CGPA/Class : CGP : 3.00
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

### COMPUTER LITERACY

\* Please indicate (Average, Good, Excellent)

Bahasa Melayu : \_\_\_\_\_  
English : \_\_\_\_\_  
Others : \_\_\_\_\_

* Written	* Spoken
EXCELLENT	EXCELLENT
GOOD	GOOD

• Are you familiar in operating a computer?  
Yes\*/No

• List of PC Software that you are familiar with  
MICROSOFT OFFICE(GOOD) & SPSS(INTERMEDIATE)

### OTHER SKILLS ( Please Specify)

COOKING, EDITING PHOTO(INTERMEDIATE)

### EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements  
or Current  
Involvement

- ATTENDED DOMESTIC INQUIRY & LABOUR COURT HEARINGS
- MEMBER OF OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PROGRAMME
- PARTICIPAED IN 'HARI HAK ASASI MANUSIA BERSAMA SUHAKAM' PROGRAMME

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			
PARKSON COOPERATION SDN BHD	DEC 2019	MAY 2023	3 YEARS 5 MONTHS	- TO SET UP AND ARRANGE DISPLAYS AND DEMONSTRATION AREAS TO ATTRACT ATTENTION OF PROSPECTIVE CUSTOMERS.  - TO PROVIDE EXCELLENT CUSTOMER SERVICES THROUGH PRODUCT KNOWLEDGE AND RECOMMENDATIONS FOR THEIR BEST BUYING.  - TO PREPARE MONTHLY SALES REPORT	RM 1500	LOOKING FOR A NEW JOB
LEMBAGA PERLESENAN KENDERAAN PERDAGANGAN SABAH	JUNE 2018	SEPT 2018	3 MONTHS	- ENSURED ALL MATTER RELATED HUMAN RESOURCES HAS BEEN HANDLED AND IMPLEMENTED ACCORDINGLY AND WITHIN THE COMPANY PROCEDURES AND POLICIES.		

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM 1500	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : / _____ No : _____	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: RM 1800		Resignation notice period :	

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

NO.

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

YES.

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

NO.

**PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)**

Name : MS. PUI SIEW NA

Address : BUM MARKETING

: (MALAYSIA) SDN BHD

:

Tel No. : 016-2162308

Relationship : TRADE MANAGER

Name : MRS CLAUDIA ANAK JITON

Address : UNIVERSITI MALAYSIA SARAWAK

:

:

Tel No. : 082-584113

Relationship : LECTURER INDUSTRIAL RELATIONS AND  
LABOUR STUDIES

**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 : 26 SEPTEMBER 2023