

Name : Siti Nur Bealgees Binti Lokman
 Position Interviewed For : _____
 Expected Salary : RM1800.00 Company Salary Range : _____
 Requesting Dept : _____ Proposed Work Location : Vestland Kota Damansara

Assessment of Candidate

1. Highest Level of Education/Professional Certification:

Sarjana Muda Usnuddin Dengan Multimedia (Kejuruteraan)

2. Experience & Knowledge:

☒

Good

☐

Fair

☐

Poor

3. Language Capability

English (Verbal)

☐

Good

☒

Fair

☐

Poor

(Written)

☐

Good

☒

Fair

☐

Poor

Others.....

(Verbal)

☐

Good

☐

Fair

☐

Poor

(Written)

☐

Good

☐

Fair

☐

Poor

4. Strengths:

Saya mempunyai kebolehan dalam mengajar, membuat design dan marketing.

5. Areas of improvements/Training (if required, please be specific on the training needs):

Marketing Jaya (Damansara), Selangor.

6. Personality:

☒

Good

☐

Fair

☐

Poor

7. Maturity:

☒

Good

☐

Fair

☐

Poor

8. Computer Skills

(Software application)

☒

MS Word

☒

Excel

☒

Access

☒

Others.....

Adobe PS, AI
Corel Draw

9. Swimming Ability: ☐ Good ☐ Fair ☒ None
(For Staff who requires traveling offshore)

10. Others comments

Documents evaluation

1. Resume detailing education & work experiences ☒ Yes ☐ No
If no, please state reason: _____
2. Educational documents (e.g. Degrees, Diplomas etc) ☒ Yes ☐ No
If no, please state reason: _____
3. Are the above document sighted to their originals ☒ Yes ☐ No
If no, please state reason: _____
4. Follow-up actions required on item 1 to 3, if any

5. Do you need further verification on the certificates ☒ Yes ☐ No
If no, please state reason: _____
6. Do you need further reference checks (e.g. past employers) ☐ Yes ☒ No
If yes, please state specifically what checks are required

INTERVIEW RESULT

Final Result

☒

Accepted

☐

Rejected

☐

KIV

Reason for Rejection

:

If Accepted

Position Offered

: Marketing Executive

Approx. Commencement
Date

: 14/10/2019

Grade

: Executive

Salary

: RM 1500

Interviewer 1

: KHAIZURAN 122AT

Interviewer 3
(if applicable)

:

Signature

Khaizuran

Signature

Interviewer 2

:

Interviewer 4
(if applicable)

:

Signature

Signature

Interviewer (HR)
(if applicable)

:

Signature

HIRING APPROVAL BY MANAGEMENT

Approved/Not Approved

[Signature]

**Managing Director /
Regional Finance Manager**