EVALUATION RECORDS

Company: HOOK General Trading LLC
Department: Admin / Hygiene / Operations

Employee Induction Record (For New Employee)

No.	Employee Name	Position	Department	Date of Joining	Induction Date	Induction Topics Covered	Conducted By
1	Karlamae	Cashier	Accounts	July 17, 2026	July 17, 2026	☐ Company Policy ☐ Food Safety ☐ Hygiene ☐ Safety ☐ Job Duties	Admin & HR
2	Maram Ali	Sales Coordinator	Sales	August 31, 2026	September 01, 2026	☐ Company Policy ☐ Food Safety ☐ Hygiene ☐ Safety ☐ Job Duties	Admin & HR
3	Talha	Bike Rider	Driver / Production	June 20, 2026	June 22, 2026	☐ Company Policy ☐ Food Safety ☐ Hygiene ☐ Safety ☐ Job Duties	Admin & HR
4	Shah Nur	Helper	Production	July 17, 2026	July 18, 2026	☐ Company Policy ☐ Food Safety ☐ Hygiene ☐ Safety ☐ Job Duties	Admin & HR
5	Mohamad Idress	Helper	Production	June 20, 2026	June 22, 2026	☐ Company Policy ☐ Food Safety ☐ Hygiene ☐ Safety ☐ Job Duties	Admin & HR
6	Ali Mohamad	Store Keeper	Production	July 4, 2026	July 6, 2026	☐ Company Policy ☐ Food Safety ☐ Hygiene ☐ Safety ☐ Job Duties	Admin & HR

Competence Evaluation Record (For New Employee)

Employee Name	Position	Evaluation Method	Result	Training Required	Evaluated By	Date
Karlamae	Cashier	■ Observation ☐ Test ☐ Interview	☐ Competent ☐ Needs Improvement		Admin	September 10, 2026
Maram Ali	Sales Coordinator	■ Observation ☐ Test ☐ Interview	☐ Competent ☐ Needs Improvement		Admin	September 10, 2026
Talha	Bike Rider	■ Observation ☐ Practical	☐ Competent ☐ Needs Improvement		Admin	September 10, 2026
Shah Nur	Helper	■ Observation ☐ Interview	☐ Competent ☐ Needs Improvement		Admin	September 10, 2026
Mohamad Idress	Helper	■ Observation ☐ Interview	☐ Competent ☐ Needs Improvement		Admin	September 10, 2026
Ali Mohamad	Store Keeper	■ Observation ☐ Interview	☐ Competent ☐ Needs Improvement		Admin	September 10, 2026