



UNO NUTRITION SDN. BHD.

PERFORMANCE APPRAISAL (ADDITIONAL QUESTION – TO ALL STAFF)

EMPLOYEE NAME	NURUL NAJWAA NORDIN	CURRENT POSITION TITLE	LAB TECHNICIAN
SUPERIOR/MANAGER NAME	MISS AMALIA QISTINA	DEPARTMENT	R&D
REPORT DATE	16/12/2024	EMPLOYMENT DATE	18/3/2024

Please take a moment to complete all questions within 15 minutes. You are welcome to fill out the form in either Bahasa Melayu or English, based on your preference.

1. Communication

Question : Can you share a significant achievement or challenge you faced at work this year, and how you approached it?

Example:

Example Achievement - I led a project that reduced customer complaint response time by 30% through workflow optimization.

Example Challenge - I managed two overlapping projects by prioritizing tasks, delegating effectively, and setting clear deadlines.

Answer :

Various tasks given at a short period of time

~~Achievement~~ - Managed to balance my tasks internally (lab testing, sample preparation, etc) with other tasks for customers in a short period of time, usually given at a ~~last~~ minute period

~~Challenge~~ - Had a various spray-dry projects done in a year

~~Achievement~~ that comprises various types of raw materials used & different factors measured.

2. Present Engagement

Question : What aspects of your current role energize you the most, and what areas could be improved?

Example:

Energizing Aspects - I love brainstorming solutions for operational challenges because it allows me to think creatively.

Areas for Improvement - I feel we could improve communication during team projects to avoid duplication of work.

Answer :

Energizing aspects - I love to discuss precisely on my work with team as I will organize my timetable to make my tasks more smoother over the week and completed on the given time.

Areas for Improvement - I hope that my team and the other team can improve on the communication to avoid miscommunication and delayed of tasks received.

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3. Learning & Development

Question : What new skills or knowledge have you gained recently, and how have they helped you in your role?

Example:

Skill Examples - I completed a course on project management, which helped me streamline team workflows and meet deadlines more consistently.

Application Example - After learning advanced Excel, I created an automated reporting dashboard that saves our team hours each month.

Answer : Skill Examples - I had managed to prepare numerous of samples of different products on the same day if they were given at a last minute of time.
Application Examples - I am get used ~~to~~ on using various applications on our different machines and analyse the results based on theories learned from manuals and internet.

4. Team Dynamics

Question : How do you contribute to building strong relationships within your team, and how do you manage conflicts?

Example:

Building Relationships - I regularly check in with team members to understand their workload and offer help where needed.

Handling Conflicts - I mediated a disagreement between two colleagues by listening to both sides and suggesting a compromise that worked for everyone.

Answer : Building relationships - I always make jokes and laugh with team if I see they were feeling sad or stressed and ~~also~~ offer help if they were had a lot on their hands.
Handling conflicts - I will always asked my superior first if there is any issues or complaints received regarding labs / equipments

5. Future Goals

Question : What goals or projects excite you for the coming year, and how do you plan to achieve them?

Example:

Exciting Goals - I'd like to lead a cross-departmental project to improve customer satisfaction scores by implementing new CRM tools.

Plan to Achieve - I've already started researching CRM platforms and plan to enroll in a course on customer experience management.

Answer : Exciting goals - I hope that someday I can attend some ^{more} external training or exhibition that closely related to my job areas
Plan to achieve - I've already started to work closely on the formula making with my team with their guidance and I hope I will master them shortly to fasten our tasks with customers.