



UNO NUTRITION SDN. BHD.

PERFORMANCE APPRAISAL (ADDITIONAL QUESTION – TO ALL STAFF)

EMPLOYEE NAME	ANIS AMALINA AZAMI	CURRENT POSITION TITLE	PRODUCTION EXECUTIVE
SUPERIOR/MANAGER NAME	MS LEE / HANAN	DEPARTMENT	PRODUCTION
REPORT DATE	1/9/2020	EMPLOYMENT DATE	1/9/2020

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 : Achievement - ① ~~was~~ being able to get time to customer.

challenge - ① Get back inventory checking / physical check / OEM delivery

② do documentation to OEM & inventory handling

③ UHT documentation / process / workflow diff than local OEM delivery documentation

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 - I love handling with OEM when have issue keep me think ~~fast~~ speed.

Areas improve - ~~more~~ weekly one to one meeting with manager (Hanan) & sales PIC.

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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 – schedule to important things first (Prioritize delivery → schedule oem)

Application – use proper worksheet excel (better with formula – automate)

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 : Build relationship – daily check & update for raw material delivery. a week before, the day before delivery.

Conflict – confess to manager & superior, get advice

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 : Goals – look forward for delivery, shipment, new project
 Plan – slowly start to familiar with shipment documents.
 familiar with sop quality.