



UNO NUTRITION SDN. BHD.

PERFORMANCE APPRAISAL (ADDITIONAL QUESTION – TO ALL STAFF)

EMPLOYEE NAME	NURUL NADIA	CURRENT POSITION TITLE	FOOD TECHNOLOGIST
SUPERIOR/MANAGER NAME	KARTHIKAM	DEPARTMENT	INNOVATION
REPORT DATE	16/12/2024	EMPLOYMENT DATE	3/10/2022

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 :

- I handle a matter for our department and ensure everyone update their tasks
- I source cost-effective in alternative ingredients
- I work on many formulas and NPDs and ensure they are cost-effective
- I managed to handle many tasks and new PDP by prioritizing tasks and learning from seniors
- I get more involved with customers and able to train myself on how to communicate with them.

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 :

- I enjoy brainstorming to solve challenges
- I think we should improve communication ^{concept} and planning ~~during projects~~ with the management when discussing on a project to avoid time consuming and duplication of work
- I enjoy the opportunities to grow with the new PDP
- I think meeting can be shorten or lesson as sometimes it interrupts with my schedule that I have already planned and delayed my work

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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 :

- I learned communication and presentation skills that help me to gain more ~~team~~ confidence when meeting with clients
- I learned more on ^{managing and} business side that help me to grow
- I learned how to use AI that can help me ~~work~~ with presentations and work faster

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 :

- I guide our intern and new team member and ensure their workload is not stressful
- I always stay positive when there's conflict between colleagues
- I take comments as opportunities to improve myself professionally

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 :

- I like to be more confident when dealing with customers by practicing and perfecting my communication skills
- I like to improve my managing skills by learning how to prioritize task, delegating ~~it~~ and ~~meet~~ meet deadlines.