



# UNO NUTRITION SDN. BHD.

## PERFORMANCE APPRAISAL (ADDITIONAL QUESTION – TO ALL STAFF)

EMPLOYEE NAME	Lee Bee Bee	CURRENT POSITION TITLE	Senior Production & Procurement Executive
SUPERIOR/MANAGER NAME	Ms. Amalina Hanan	DEPARTMENT	Production
REPORT DATE		EMPLOYMENT DATE	

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 :**

Currently more tasks to cover due to a ~~colleague~~ colleague left from her tasks of inventory part.  
All planning, purchasing and arrangement, follow up with all related party ~~and~~ have to do more earlier even sometimes customer would like ~~more~~ stock earlier or no final confirmation and changing order.

### 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 :**

Planning & Purchasing most energize me.  
Proper keep track on inventory in & out is the most challenges now,  
→ current new tasks to cover before (FIFO/FEFO) to get a new staff.

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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** : Regular job responsibility.

### 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** : Always check their job. Proper planning, so they won't overload at same day.

### 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** : Excited to see product launch of UHT as this is new product, new lines which different from powder product. Proper planning and purchasing for product launch on time.