



# UNO NUTRITION SDN. BHD.

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

EMPLOYEE NAME	Nun Balqhi's	CURRENT POSITION TITLE	Qc Executive
SUPERIOR/MANAGER NAME	Iliyin	DEPARTMENT	QAQC
REPORT DATE	16/14/2024	EMPLOYMENT DATE	3/06/2021

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- Managed to find own buyer to buy XRF Machine  
2- Managed to sell XRF, OSL, SURVEY METER  
3- Apply halal application for Vitpro Complete for Able Production  
  
Challenged: Post Issues in Office and OEM

### 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 :** Current Roles (Love)  
1- ~~Solved~~ Manage to solve problem on my own without depend to my leader  
  
Improvement  
1- Before any task given for serious issues appreciate if could plan first before initiate any lab test or study.

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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** : New skills  
1- To approach stranger, to persuade, buy machine  
2- To not panic if any incident happened, be calm before take any decision

### 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** : 1- Team works is compulsory, will slow talk with leader if I have any issues  
2- If incident happen, instead of blaming, our team will find solution together, sit down together and discuss what should do.

### 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** : 1- I want to be an Halal Officer.  
2- I want to learn more specific, more details in ISO 9001  
3- I would love to contribute more in Quality.