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PERFORMANCE APPRAISAL (ADDITIONAL QUESTION – TO ALL STAFF)

EMPLOYEE NAME	NURIZZATI NAJIEHAH MAD NASIR	CURRENT POSITION TITLE	BUSINESS ADMIN
SUPERIOR/MANAGER NAME	KIRUBA TINAKARARAJAN	DEPARTMENT	BUSINESS
REPORT DATE		EMPLOYMENT DATE	03·01·2022

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 :

Achievement - Being able to know better about sales forecast, and trying to improve the forecast order by communicate effectively with the customers - get the PO from customers above 85% with help of Uno team.

Challenges - Juggling with a few tasks overlapping tasks, customer orders and etc to ensure that I can deliver the task in timely manner - unfortunately I missed to optimize the workflow accordingly.

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 - collab with dynamic team (R&D team, production team & QAQC team) to learn their experiences helps me grow when do my job especially some part related with business dept.

Area for improvement - improve internal communication to align on priorities especially on raw mats price, production schedule and to keep on track on the forecast.

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 : Got new knowledge to understand consumer behaviour and trends for UHT project.

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 : Collab with every department to ensure I am on the same page with everyone especially on the raw mats price, OEM + packaging price (mainly for COGS) to ensure we can achieve margin above 25%.

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 : Able to contribute to the successful UHT launch next year. Will work closely with every teams to achieve this goal.