



# UNO NUTRITION SDN. BHD.

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

EMPLOYEE NAME	Siti Sarah	CURRENT POSITION TITLE	QA Technician
SUPERIOR/MANAGER NAME		DEPARTMENT	R&D (Innovation)
REPORT DATE	16/12/2024.	EMPLOYMENT DATE	4/4/2022.

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 - I managed to provide quite number of amendments on UHT formulation due different problems faced at the moment. Manage to solve Adv Gold problem  
Challenge - No clear objectives causing many amendments that not proceed and caused shorter timeline.  
Try to initiate and plan on current source of premix for cost efficient & better timeline

### 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 aspect - brainstorming, discussion with different point of view with different department  
Areas of improvement - Improve on communication, priority and hands up on other people workload

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

### 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 - I learnt how to do price/kg and, formulation, and NIP without a proper training  
Application - able to amend formula while checking on the cost concurrently

### 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 always ask on current workload before asking for help and provide assistance especially development of product & process  
- conflict - I will do a meeting with supervisor on the conflict and ask opinions.

### 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 - Product development & system for live update on RM / Pricing in term of production & product dev  
Plan - understand on product dev flow & discussion on the system