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*Effective Phrases for Performance Appraisals: A Guide to ...*

Performance Appraisal Phrases: 200 Helpful Phrases For Employee Performance Reviews 1) Always on time (or even early) for meetings and conferences. 2) Prompt and on time for the start of each workday. 3) Respects others by arriving at work and at meetings on time. 4) Adheres to the schedule whenever ...

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Examples of effective performance review phrases

1. Creativity and Innovation. There are two ways that creativity are essential in the workplace: creative thinking and...
2. Adaptability. It is important that employees adapt to change and accept new processes and comply with them. ...
3. ...

*33 Performance Review Examples and Sample Phrases | Indeed.com*

Amazing Examples of Performance Appraisal Phrases - Take Your Pick. If a manager or a person on a senior level has a good stock of precise, clear, and constructive performance appraisal phrases, it not only aids the identification of strengths and weaknesses of people who work in the organization but also helps to ascertain and give every employee what he/she truly deserves.

*Amazing Examples of Performance Appraisal Phrases - Take ...*

Here are the most effective words you can use in a variety of job performance appraisal categories:

- Quality and quantity of work: accuracy, thoroughness, productivity, and goal attainment
- Communication and interpersonal skills: teamwork, cooperation, listening, persuasion, and empathy
- Planning,

...

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Performance Review Phrases Examples about Administration. Whether you have a proper team or a one-person department whose job description entails looking after the administrative tasks, use the following phrases to evaluate their performance: Continuously examines administrative effectiveness and seeks better procedures such as [tasks]

*100 Useful Performance Review Phrases - TINYpulse*

Effective Phrases for Performance Appraisals: A Guide to Successful Evaluations (Neal, Effective Phrases for Performance Appraisals) Expanded Edition by Jr. Neal, James E. (Author) 4.7 out of 5 stars 1,047 ratings

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2000+ Performance Review Phrases: The Complete List [Performance Feedback Examples] Collaboration and Cooperation Part 1. Commitment and Professionalism Part 2. Attendance and Punctuality Part 3. Productivity and Quality of Work Part 4. Adaptability Part 5. Communication and Interpersonal Skills Part 6.

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## "Effective Phrases for Performance

Appraisals" is the equivalent of a "Roget's Thesaurus" for supervisors and managers who have to evaluate employee performance on a regular basis. It organizes effective phrases under headings such as 'Communicative Skills' and "Leadership".

### *Effective Phrases for Performance Appraisals: A Guide to ...*

100 Performance Review Example Phrases The examples listed here are designed to spark some ideas and get you thinking about how to approach performance reviews for your team members. The phrases are organized by the different skills, attributes and aspects of performance that are commonly covered in reviews.

### *100 Useful Performance Review Example Phrases*

Positive phrases for performance reviews. Able to efficiently handle X% more customer request volume as compared to standard expectations. Consistently X% more average number of replies per request in a day. Quickest resolution rate enable X to handle more volumes as compared to teammates.

### *450+ handy performance review phrases sorted by functions*

Communication Performance Appraisal Phrases Positive <employee name> is effective in the written and verbal word. <employee name>'s years of experience communicating is evident

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*Successful Evaluation*

In his wonderful communication skills. <employee name> has the valuable skill of communicating difficult concepts in easy to understand language.

## *Performance Appraisal Phrases-Appraisal Evaluation Form*

Dependent on your performance appraisal method and set of objectives, these phrases could easily help you become comfortable with giving necessary feedback. Divided into categories depending on what skills or goals you are reviewing, here are 50 of the most valuable phrases that can be customized for your own appraisals.

## *50 Valuable Phrases for Employee Performance Reviews*

### Positive Performance Review Phrases

Communication \_\_\_\_\_ is effective in the written and verbal word. \_\_\_\_\_'s years of experience communicating is evident in his wonderful communication skills. \_\_\_\_\_ has the valuable skill of communicating difficult concepts in easy to understand language.

## *200 More Useful Phrases for Performance Reviews ...*

performance and phrases for unacceptable performance for the given skill. Note: Although these are all 100% usable for an evaluation, we recommend shaping the phrases to be as specific as possible for the employee under review.

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## *Performance Review Phrases - Lesson 1*

This powerful and time proven guide contains more than 3,800 professionally written phrases for describing the key performance factors found on most evaluation forms. With this practical guide, you can accurately and quickly complete the "comments," "examples," and "overall appraisal" sections.

For over 35 years, this time-proven guide has been continuously revised to assist managers in appraising employee performance.

A spiral-bound guide to employee reviews presents lists of adjectives and phrases describing a worker's accuracy, development, goals and objectives, interpersonal skills, judgment, problem solving, supervisory skills, time management, and writing ability.

A handbook designed to help the appraiser in selecting phrases and words that accurately describe a broad range of critical rating factors.

Whether you're an HR professional or a manager, chances are there's one task you really dislike: giving performance reviews. Even if you know the basic points you want to get across, finding the right words and committing them to paper is about as much fun



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as a trip to the dentist. But this handy little book puts thousands of ready-to-use words, phrases, descriptions, and action items right at your fingertips. Paul Falcone covers the 25 most commonly rated performance factors, including productivity, time management, teamwork, and decision making, plus job-specific parameters that apply in sales, customer service, finance, and many other areas. Not just for review time, the book will also be instrumental in creating job descriptions and development plans as well as for monitoring performance, progress, and problems year-round. Praise for Paul Falcone's Previous Books: "If the art and science of hiring and firing has become a puzzle, then author Paul Falcone [The Hiring and Firing Question and Answer Book] has the answer."-- Houston Business Journal "When you feel the need to document an employee's actions (or inactions), turn to this great tool [101 Sample Write-Ups for Documenting Employee Performance Problems]."-- Legal Management "[96 Great Interview Questions to Ask Before You Hire] takes the guesswork out of the interview process."-- Benefits and Compensation Solutions Paul Falcone is a human resources executive and has held senior-level positions with Nickelodeon, Paramount Pictures, and Time Warner. He is the author of several bestselling books, including 101 Sample Write-Ups for Documenting Employee Performance Problems, 101 Tough Conversations to Have with Employees, and 2600 Phrases for

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Setting Effective Performance Goals. He is a long-time contributor to HR Magazine. Visit him at [www.PaulFalconeHR.com](http://www.PaulFalconeHR.com).

The tools you need to enrich the performance-appraisal experience as you streamline the process Whether you're a manager looking to implement employee appraisals for the first time, concerned with improving the quality and effectiveness of the appraisal process, or simply trying to save time and mental anguish Performance Appraisals & Phrases For Dummies provides the tools you need to save time and energy while presenting fair and accurate evaluations that foster employee growth. This convenient, portable package includes a full-length appraisal phrasebook featuring over 3,200 spot-on phrases and plenty of quick-hitting expert tips on making the most out of the process. You'll also receive online access to writable, customizable sample evaluation forms other timesaving resources. Includes more than 3,200 phrases for clear, and helpful evaluations Helps make evaluations faster, more effective, and far less stressful Offers far more advice and coaching than other performance appraisal books Serves as an ideal guide for managers new to the appraisal process With expert advice from Ken Lloyd, a nationally recognized consultant and author, Performance Appraisals and Phrases For Dummies makes the entire process easier, faster, and more productive for you and your

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Presents lists of adjectives and phrases describing an employee's accuracy, development, goals and objectives, interpersonal skills, judgement, problem solving, supervisory skills, time management, and writing ability.

A comprehensive yet accessible handbook for writing and conducting meaningful, effective performance reviews, geared toward managers of all levels, from the author of *How to Write It*. Performance reviews are one of the best tools managers have to shape company talent and culture, develop strong channels of communication with employees, and create systemic change. However, the stress and struggle to find just the right words is often what managers and HR professionals dislike most about conducting employee evaluations. In this pithy, user-friendly handbook, author and writing teacher Sandra E. Lamb lays out the best methods and proven tactics to administer productive evaluations that benefit both parties—and the company. Lamb teaches managers how to design scoring systems for employees that track progress with hard data, how to best prepare for and conduct both in-person and written reviews, and the key words to use. Covering hard and soft skills, *3000 Power Words and Phrases for Effective Performance Reviews* includes lists of powerful phrases and words that clearly

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Successful Evaluation describe performance—both positive and negative—including sections targeted to specific industries and jobs. This guide empowers managers at all levels to master the art of performance reviews that achieve results.

You'll never struggle with performance appraisals again! Do you dread writing employee performance evaluations? Do you struggle for hours to find just the right words of praise, avoid repetition, and tread the fine line between "constructive" and "criticism"? Performance Appraisal Phrase Book makes it easy for you. Featuring concise sections on how to write the evaluation, handle tricky legal issues, and verbally discuss the evaluation, this book also includes a directory of thousands of words and phrases appropriate for any type of written evaluation. You'll be able to find just the right way to assess: Accuracy and attention to detail Quality of work Work habits Teamwork and interpersonal skills Timeliness of work Work attitude With Performance Appraisal Phrase Book at your desk, you'll get through reviews in a snap--and have plenty of time left to accomplish all your other managerial duties.

Performance reviews, minus the dread. Nobody likes performance appraisals. To make the most of them, though, managers and supervisors can take advantage of this guide,

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Successful Evaluations complete with the phrases and words they need to confidently conduct clear, objective performance reviews. Phrases are given for common behavior and skill categories as well as for common functional areas—and they work, regardless of appraisal type.

Hands-on help for quickly and persuasively writing company-mandated performance appraisals Writing performance appraisals is one of the most difficult and time-consuming tasks managers face. Perfect Phrases for Performance Reviews simplifies the job, providing a comprehensive collection of phrases that managers can use to describe employee performance, provide directions for improvement, and more. For example: "Sets priorities well" "Misses important deadlines" "Thorough, reliable, and accurate" All managers and HR professionals will value the book for its: Hundreds of ready-to-use phrases, organized by job skill and performance level Tips for documenting performance issues and conducting face-to-face reviews Easily adapted performance review templates covering five performance levels With the wide-ranging assortment of descriptions available in this book, managers will be able to find the perfect terms to help them analyze and understand the work performance of each person they work with.

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