

Perfect Phrases for Performance Reviews : Hundreds of Ready-to-Use Phrases That Describe Your Employees' Performance

Douglas Max, Robert Bacal



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Hands-on help for quicklyand persuasivelywriting 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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