

Perfect Phrases For Performance Reviews

Paul Falcone

Perfect Phrases for Performance Reviews Douglas Max, Robert Bacal, 2002-12-02 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.

Effective Phrases for Performance Appraisals James E. Neal, 2009-10 A handbook designed to help the appraiser in selecting phrases and words that accurately describe a broad range of critical rating factors.

Perfect Phrases for Documenting Employee Performance Problems Anne Bruce, 2005-06-08 Whether it's interviewing for a job, evaluating employee performance, setting goals for the future, or keeping customers happy, the Perfect Phrases series has the tools for precise, effective business communication. Distilling complex ideas into specific phrases that diplomatically and honestly depict the concepts at hand, this invaluable series provides: Ways to enhance customer service in any business Dialogues

and scripts to practice interactions with customers or employees--tailorable to any industry or company culture The best answers to a wide range of interview questions Tips for documenting performance issues and conducting face-to-face reviews This quick-reference tool is perfect for managers who need to find effective ways to document performance problems and then be able to offer practical, helpful feedback to those individuals.

3000 Power Words and Phrases for Effective Performance Reviews Sandra E. Lamb, 2013-08-27 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 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.

2600 Phrases for Effective Performance Reviews Paul Falcone, 2005-06-10 This

trusted reference puts thousands of ready-to-use words, phrases, descriptions, and action items right at your fingertips – perfect for review time, creating development plans, and monitoring performance year-round. 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 as a trip to the dentist. This phrasebook puts the right words in your hands with phrases that managers, supervisors, and HR professionals can use to help them properly evaluate performance and make the whole process much smoother. In *2600 Phrases for Effective Performance Reviews*, renowned career expert Paul Falcone covers the 25 most commonly-rated performance factors including: productivity, time management, teamwork, decision making, and more! Falcone also shares job-specific parameters that apply in sales, customer service, finance, and many other areas and industries. *2600 Phrases for Effective Performance Reviews* is useful not just for review time but will also be instrumental in creating job descriptions and development plans as well as monitoring performance, progress, and problems year-round.

Perfect Phrases for Performance Reviews 2/E Douglas Max, Robert Bacal, 2010-12-03 THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME The ability to craft an employee review that is meaningful and change-driven is what separates average supervisors from great managers. How often, though, have you struggled to find the most appropriate words for your needs? This completely revised and updated second edition of *Perfect Phrases for Performance Reviews* provides hundreds of ready-made phrases you can use to clearly communicate any employee's performance in 74 different skill areas.

Learn the most effective language for: Crafting an accurate, carefully worded assessment Documenting behaviors and accomplishments Guiding and developing promising workers Conducting face-to-face interviews

Effective Phrases for Performance Appraisals James E. Neal, 1988 For over a quarter of a century, this classic and time-proven guide has assisted managers in effectively appraising employee performance. The more than three thousand professionally written phrases clearly describe over sixty critical rating factors. Now in its eleventh edition, the guide has been continuously revised to meet changing employment conditions. Over one million copies have been sold. This widely acclaimed handbook is a practical and valuable aid to making the completion of performance appraisals fast, easy and accurate.

The Complete Book of Perfect Phrases Book for Effective Managers Linda Eve Diamond, Robert Bacal, Harriet Diamond, Douglas Max, 2008-09-05 The average manager doesn't have time to take classes or read lengthy volumes on managing techniques. Instead, you need to know right now what to say to coach and motivate your employees. With hundreds of ready-to-use phrases you can use in a wide variety of situations, *The Complete Book of Perfect Phrases for Managers* is the ultimate reference for motivating, managing, and growing employees.

Perfect Phrases for Performance Reviews (EBOOK BUNDLE) Douglas Max, Anne Bruce, Robert Bacal, 2011-11-18 Meet or exceed all your goals with this comprehensive guide to performance reviews 3 books in 1 eBook! *Perfect Phrases for Performance Reviews* covers all the bases when it comes to using the right language during every stage of the performance review process. Packed with the exact words and phrases you need to plan, conduct, and finalize performance reviews, this three-eBook set helps you express yourself

with crystal clarity—as well as sidestep any landmines that might be in your path. This 3-eBook set includes: Perfect Phrases for Performance Reviews, Second Edition Get hundreds of ready-made phrases for clearly communicating an employee's performance in 74 different skill areas. Learn the most effective language for: Crafting an accurate, carefully worded assessment Documenting behaviors and accomplishments Guiding and developing promising workers Conducting face-to-face interviews Perfect Phrases for Setting Performance Goals, Second Edition This completely revised and updated second edition of Perfect Phrases for Setting Performance Goals provides hundreds of precisely worded performance goals you can apply to virtually any situation. This handy, quick-reference helps you: Focus your people on the most important parts of their jobs Communicate your expectations Align employee goals with organizational priorities Minimize disputes that can arise during performance reviews Perfect Phrases for Documenting Employee Performance Problems Using this wide range of ready-to-use scripts and a handy problem-solving toolkit, you can address even the most difficult issues diplomatically and constructively. Learn how to: Find the perfect words to suit each employee review Document performance in the most effective way possible Build strong working relationships and boost morale Increase productivity, meet deadlines, and achieve goals

How To Say It Performance Reviews Meryl Runion, Janelle Brittain, 2006-12-05
Written by two top business trainers, this guide reveals the strategies and language skills needed to make the most of performance appraisals - for both the reviewers and the reviewed. It breaks the process into five simple steps and explains what to say with hundreds of winning phrases organized by topic (and hundreds of counterproductive phrases too). Also included is advice on

preparing an agenda, body language, and tone of voice - plus true success and horror stories.

Perfect Phrases for Setting Performance Goals Douglas Max, Robert Bacal, 2004-03-24 Set the bar for outstanding performance A follow-up to the top-selling Perfect Phrases for Performance Reviews, this book provides managers with phrases and goals that describe expected future performance from their direct reports. A timesaving job aid for any performance review or plan, the book: Makes it easy for managers to set high performance goals for executives, management, or non-managers employees Includes many categories of goals, from revenue and productivity goals to quality and personal development goals • Facilitates the goal-setting process across the organization Includes a guide to writing a performance plan for any employee Featuring hundreds of ready-to-use performance goals, this practical job aid makes it simple for managers to set the bar for outstanding future results.

Perfect Phrases For Performance Reviews Max, 2003-12 Finding the right words to assess and describe your employees' performance is an important--and time consuming--exercise for any manager. Perfect Phrases for Performance Reviews provides hundreds of ready-made phrases that you can use to describe any employee's performance in 74 different skill areas. The phrases are grouped into five employee performance levels: Outstanding Exceeds expectations Meets expectations Needs improvement Unacceptable

Perfect Phrases for Coaching Employee Performance: Hundreds of Ready-to-Use Phrases for Building Employee Engagement and Creating Star Performers Laura Poole, 2013-03-22 THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME Perfect Phrases for Coaching Employee Performance gives you the language to empower, engage, and develop your employees. Filled with hundreds of words

and phrases you can use in virtually every coaching situation, this go-to guide provides everything you need for: Onboarding and training Conducting performance reviews Setting employee goals Coaching high and low performers Creating powerful teams Building strong relationships

Perfect Phrases for Setting Performance Goals, Second Edition Douglas Max, Robert Bacal, 2010-12-10 THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME Real success is about the future, not the past. As a supervisor, you'll be most effective if you concentrate on setting goals for your employees, rather than assessing past events and behaviors. This completely revised and updated second edition of *Perfect Phrases for Setting Performance Goals* provides hundreds of precisely worded performance goals you can put to use in virtually any situation. This handy, quick-reference guide provides effective language for: Focusing your people on the most important parts of their jobs Communicating your expectations Aligning employee goals with organizational priorities Improving productivity and morale in the workplace Reducing disagreements during performance reviews

Performance Appraisals and Phrases For Dummies Ken Lloyd, 2009-08-11 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 employees.

The Essential Performance Review Handbook Sharon Armstrong, 2010-05-20 Are performance reviews at your company like fruitcake—you get it every year whether you want one or not? It doesn't have to be like that. Because everyone wants to know how they're doing, how they measure up, and what their chances are for advancement and rewards. And they want to do things right. *The Essential Performance Review Handbook* will help you understand why performance reviews: Serve as an important business tool. Motivate personnel and increase productivity. Help achieve your company goals. Improve manager-employee communication. Reduce your risk of legal liability. Whether you're a manager or a HR professional, this is an indispensable resource to help you create confident, motivated, and productive employees.

Perfect Phrases for Employee Development Plans Anne Bruce, 2010-07-09 THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME The secret to business success today is employee and talent development. Companies that invest in branding and creating smart, self-reliant, upgradeable talent are the ones that will lead their industries in the future. *Perfect Phrases for Employee Development Plans* has hundreds of ready-touse phrases for ensuring your

employees stay motivated and competitive, develop teamwork and sound work ethics, and help meet organizational targets. Learn the most effective language for: Pinpointing an employee's strengths Creating long- and short-term goals Helping teams form plans--and then work the plans Grooming people for advancement Branding and expanding your company's talent pool

Perfect Phrases for Performance Reviews, 2017

Perfect Phrases for Motivating and Rewarding Employees, Second Edition
Harriet Diamond, Linda Eve Diamond, 2010-08-06 THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME Hundreds of Ready-to-Use Phrases for Encouraging and Recognizing Employee Excellence! Whether you're giving a pep talk to a team or inspiring a direct report in a one-on-one meeting, you need the right words to keep your staff focused, engaged, enthusiastic, and productive. This fully revised and updated edition of *Perfect Phrases for Motivating and Rewarding Employees* has hundreds of ready-to-use phrases for inspiring peak performance. Learn the most effective language for: Creating a positive work environment Motivating people to achieve goals Providing performance-enhancing feedback Boosting morale in tough times Using social networking for business success

Workscripts Stephen M. Pollan, Mark Levine, 2010-11-29 What to say in today's toughest workplace situations Whatever trust previously existed between employer and employee has been torn into millions of pink slips, thanks to the latest recession. As a result, the rules for how managers and employees can successfully communicate have been irrevocably changed. Whether you're a manager or employee, *Workscripts* explains what to say in life's toughest situations at work, including:

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