



# Effective Phrases for Performance Appraisals: A Guide to Successful Evaluations

*James E. Neal Jr.*

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**Effective Phrases for Performance Appraisals: A Guide to Successful Evaluations** James E. Neal Jr. Now in its ninth edition, the guide has been continuously revised to meet changing employment conditions. This widely acclaimed handbook is a practical and valuable aid to making the completion of performance appraisals fast, easy and accurate. Combed bound.

## Effective Phrases for Performance Appraisals: A Guide to Successful Evaluations Details

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## From Reader Review Effective Phrases for Performance Appraisals: A Guide to Successful Evaluations for online ebook

### Kimberly says

A thesaurus for performance evaluation summaries. Divided into neat little sections including: effective phrases, two word phrases, helpful adjectives, helpful verbs, performance rankings, and time frequency, and guidelines for successful evaluations. Easy skim through. Focuses on the positive and future development.

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### Travelling Sunny says

Not a story book. But, I am in the midst of writing employee evaluations this week, and have once again pulled out my old, tattered copy of this.

My father - retired navy - gave this to me many years ago when I was promoted into my first leadership role. It has proved to be a valuable resource time and time again.

The table of contents lists the topics in alphabetical order - accuracy, achievement, appearance, communicative skills, competency, cost management, decision making, etc. etc. Look up the skill you want to write about, and then there are several phrases that can be plagiarized at will. So, if you think your employee has fantastic organizational skills, go to the organizing section and there are phrases like:

\*effectively develops organizational capabilities and integration of objectives

\*builds organizational effectiveness

\*avoids over staffing

\*makes the most of organizational energy and potential

\*is methodical in planning and performing

\*is very orderly and systematic

ad nauseum

There is even a foreword that warns *"The phrases contained in this handbook are extremely positive and reflect superior performance. By simply altering the phrases, it is possible to describe areas in need of improvement. For example, "Excels in delegating routine tasks to subordinates" can easily be changed to, "You can improve your effectiveness by delegating routine tasks to subordinates."*

And, just to be sure all of your evaluation writing needs are met in one place, the back of the book has a list of helpful adjectives and helpful verbs. Just to name a few: independent, industrious, ingenious, innovative, intense, involved... and the verbs: fulfills, furnishes, gains, generates, gives, grasps, guides, handles, helps...

I give this handbook the highest possible recommendation. Spend the ten bucks. It's worth every penny!

### **Mr. George says**

solid, helpful handbook of phrases to help any supervisor. great for finding those right words to spark a fire in staff.

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### **Justwinter says**

Found this to be a hilarious read--useful too--but my warped sense of humor just howled at some of the phrases, imagining how to work them into every-day life. The reviewer who commented "how to say You Suck nicely" hit it on the head.

"Demonstrates a strong awareness of the economic importance of lost production time" could be a fabulous back-handed compliment.

Lots of great phrases for encouragement and really good performance reviews--but come on! Great funny stuff in here too! So glad I own this.

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### **Carly Johnson says**

Great reference if you need to write any kind of job performance review.

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### **David says**

Yeah, I've had to use this book over the years when feeling uninspired. This should really be more of a software solution these days...

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