



Evaluation Phrases I.

Below is a list of evaluation phrases to help identify/describe good performance. They may be modified to reflect a need for improvement by beginning the phrase with "Needs to," "Struggles to/with," "lacks" or by inserting adjectives such as "impractical," "unrealistic," "unattainable" or "ineffective."

Achievement	<ul style="list-style-type: none"> • Achieves optimal levels of performance and accomplishment with / for [] • Provides strong evidence of [specific accomplishment] • Excels at developing programs / strategies that have delivered X results • Improved production by X% through [specific task] • Exceeded the original goal of X by X% through [specific task]
Administration	<ul style="list-style-type: none"> • Continuously examines administrative effectiveness, seeking better procedures such as. • Develops successful administrative strategies such as [task] that led to [results] • Establishes effective systems for information retrieval through [task] • Improves administrative support systems through [task] • Keeps documents organized via [task] to avoid duplicate information
Coaching	<ul style="list-style-type: none"> • Shows a sincere interest in employees and the solutions to their problems • Lends support and guidance to employees by [task] • Uses sound coaching techniques to solve disciplinary problems • Provides continuous coaching • Is highly respected by employees for sharing concerns, problems, and opportunities
Communication	<ul style="list-style-type: none"> • Effectively communicates expectations • Excels in facilitating group discussions • Keeps meetings action oriented by [task] • Effectively communicates upward, downward, and laterally • Enforces company policies and values without creating negative reactions
Cooperation	<ul style="list-style-type: none"> • Encourages collaboration with the team • Shares ideas and techniques • Builds strong relationships with others by [task] • Displays a harmonious and cooperative spirit by [task] • Readily shares expertise
Creativity	<ul style="list-style-type: none"> • Seeks creative alternatives such as [examples] that drove [results] • Clever and imaginative when confronted with obstacles • Is continuously experimenting to drive [results] • Initiates and executes creative ideas such as [example] • Seeks new ideas and approaches



Evaluation Phrases II.

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Delegation	<ul style="list-style-type: none"> • Empowers employees with the authority and resources to achieve X results • Helps employees gain visibility through [task] • Encourages employees to solve their own problems • Delegates to match personal strengths • Delegates with clearly defined responsibility and authority
Improvement	<ul style="list-style-type: none"> • Develops continuous improvement methods • Conceives of totally new strategies • Continues to grow and improve • Devises improved means of accomplishing results • Is continuously planning for improvement
Innovation	<ul style="list-style-type: none"> • Develops innovative strategies such as [example] • Is very innovative under adverse conditions • Seeks innovative solutions • Fosters a curiosity for innovative possibilities • Promotes innovation by [example]
Interaction	<ul style="list-style-type: none"> • Recognizes the needs of others and reaches out to lend a helping hand • Establishes effective working relationships • Generates synergy • Builds on mutual dependence and understanding • Promotes the company culture among peers
Learning Agility	<ul style="list-style-type: none"> • Displays an ability to learn rapidly and adapt quickly to changing situations • Shares learning experience with peers • Promotes a learning culture • Committed to continuously learning through [example] • Responds quickly to new instructions, situations, methods, and procedures
Management	<ul style="list-style-type: none"> • Provides team with support through [example] • Collaborates with individual team members to establish a development path • Holds employees accountable for their own results • Provides team with the resources needed to attain results • Provides support during periods of organizational change



Evaluation Phrases III.

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Planning	<ul style="list-style-type: none"> • Develops workable action plans • Creates flexible plans to meet changing opportunities • Effectively puts plans into action • Excels in developing strategic alternatives • Effectively formulates strategies, tactics, and action plans to drive X results
Potential	<ul style="list-style-type: none"> • Is capable of performing in a higher-level position • Has reached the level for promotional consideration • Can handle bigger projects and assignments • Is making a strong effort to acquire greater experience and skills that will increase potential for advancement • Is enhancing growth potential through additional education and training
Problem-solving	<ul style="list-style-type: none"> • Displays a practical approach to solving problems • Develops creative solutions • Turns problems into opportunities • Effectively solves problems rather than symptoms • Is skilled in proposing optional solutions
Productivity	<ul style="list-style-type: none"> • Exceeds normal output standards • Continuously produces more than expected • Is an important contributor to the successes of the department • Makes a substantial contribution to the continued operation and growth of the organization • Consistently exceeds performance goals
Project Management	<ul style="list-style-type: none"> • Completed X project with X results • Sets realistic timetables to keep projects on target • Is transparent with a project's progress • Makes effective use of all available resources when given a project • Clearly establishes project goals and objectives



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Supervision	<ul style="list-style-type: none"> • Gives consistent recognition to employees • Maintains a work situation which stimulates the growth of individual employees • Makes certain that employees have a clear understanding of their responsibilities • Is readily available for support to employees • Recognizes and deals with signs of employee burnout
Time Management	<ul style="list-style-type: none"> • Consistently meets all deadlines • Prepares meeting agendas that are concise and time-saving • Keeps meetings on schedule • Respects the time of others • Makes effective use of discretionary time
Vision & Values	<ul style="list-style-type: none"> • Promotes strong support of the company's mission and vision • Is able to translate vision into actual action plans • Demonstrates an ability to transfer vision into execution • Excels in contributing to the company's goals • Excels in living the organization's values