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## Productivity performance appraisal phrases

It's performance review season and you feel under pressure. You have several employees who report to you and what with all the other priorities you have, finding the time to prepare, let alone find the right balance between positive and negative feedback, is a challenge. If this scenario resonates with you, then this article is essential reading. We all know that performance reviews are an important part of employee engagement and help increase employee productivity and performance across the board. However, as with most things in life, preparation is the essential starting point and so in this article, we share 100 useful performance review example phrases that you customize and adapt to your team members. These performance assessment examples help you get started and think about using language that is both professional and constructive. Performance Reviews - The basics before we go into detail about the actual sample concepts of the performance review, let's look at the basics of how to run successful reviews. Be positive and honest While it's important to be as positive as possible, it's also essential to be honest. If an employee does not perform in a particular aspect of their work then you have to tell them; however, be constructive and identify specific ways in which they can turn things around. And make sure you have a good balance of positives and negatives. Two-way communication The performance review is the perfect opportunity to hear about each employee's views on how it goes at the basic level. From the point of view of employee engagement, it is important that employees feel that they are being listened to and that their views matter. This is one way to demonstrate that and you even discover a new insight or valuable new idea in the process. Set specific achievable goals if you want to motivate your employees and give them something to strive for, then you need to set specific goals that are realistic and achievable. Vague or unachievable goals will be counterproductive. In addition, make it clear how you as a manager and the organization as a whole support the employee in realizing their personal development and career goals. It's an important way to show that you're being invested in their success, as this is another important driver for employee engagement. For example, you use your employee's intranet to track and achieve these kinds of goals. 100 Performance Review Sample Phrases The examples listed here are designed to spark a number of ideas and make you think about how to approach performance reviews for your team members. The sentences are organized by the skills, attributes and aspects of performance that are often addressed in reviews. As we have seen, there will be employees who meet or exceed expectations and some do not. We have therefore included both positive and negative statements for each area. However, it is important to remember that these need to be supported with hard evidence and specific work examples to make sense. Performance improved overall productivity by x% or in the following key performance areas. Achieved or exceeded the target [include specific target] in last year's performance assessment by a margin of y%. Takes the initiative and is proactive in gathering information, putting together the tools or team members needed to complete a project on time and budget. Sets measurable goals for themselves and the team and regularly monitors performance. Provides strong evidence of achieving x, y, or z specific task or performance. Has not matched the performance of colleagues in relation to x,y,z productivity goal. Fell below the productivity target [including specific target] in last year's x performance assessment. Interpersonal skills Work effectively within a team environment to realize specific tasks or projects such as x,y,z. Develops constructive working relationships with internal and external stakeholders. Is an effective team player as demonstrated by their willingness to help and contribute as required [specific examples would be helpful]. Is proactive in sharing knowledge, skills and expertise with other team members. Can show more of a team focus by helping others complete tasks to complete the overall project. Tends not to contribute to team or project meetings and doesn't always participate in team activities or bonding exercises. Presence and punctuality is always punctual and has respect for colleagues by arriving on time for meetings. Shows a willingness to go that extra mile during peak periods of work. Has an excellent attendance record of x% for the year. Has not met the required standards of punctuality and presence. Absenteeism and absenteeism are at x% above the business average of y%. Communication skills is an effective communicator as demonstrated by x,y and z. Displays the ability to communicate at all levels – up, down, and across the company. Excels in developing lines of communication with external customers and stakeholders. Regularly contributes ideas and insights to team and project meetings. Must work on their written communication skills by doing x, y,z. Room for the development of listening skills, especially in team meetings when different points of view are expressed. Should demonstrate a greater willingness to participate in team and project meetings by contributing more ideas and insights. Collaboration And Collaboration is able to work effectively with team and project members to complete a task. Shows a willingness to share ideas, best practice techniques and new ways to do things. Is a team player and has a cooperative and disposition. Tends to work in isolation. May be overly negative or critical in contributing to team or project meetings. Not to see the bigger picture outside the team and the department. Productivity regularly regularly the productivity targets set at each assessment and assessment post. Consistently delivers above expectations in all areas. Exceeds the company's productivity expectations for the function or project function. Makes an excellent contribution to the productivity of the team. Does not meet the required productivity standards for the function or project function. Is inconsistent in meeting the productivity targets set at performance and control checkpoints. Time Management and Administration regularly meets all required team and project deadlines. Always comes prepared for meetings with an agenda and supporting papers. Takes the time to digest the information and comes to meetings ready to make contributions. Effective chairman meetings so that everyone is encouraged to contribute, agendas are kept on track and a clear overview of results and actions is disseminated on time. Has improved the administration of the organization by implementing x,y or z. Has better ways to achieve x, y or z functions or administrative support systems and avoid duplicate information. Should time management capabilities improve so that projects and tasks are delivered consistently on time and if not, the reasons why are effectively communicated at the first opportunity. More attention could be paid to time management of meetings and preparation of meetings. Can contribute more by looking for innovations and better ways to perform administrative support functions. Leadership and delegation skills understands the individual strengths of team members and is an effective motivator. Effectively delegates tasks to other team members with clear responsibilities and expectations. Displays a strong work ethic and sets an excellent example to others. Promotes a positive team environment that reflects the culture and values of the organization. Is willing to provide support and guidance to employees by [including examples]. Next page - meets or exceeds expectations / He is the group leader and assigns appropriate tasks to his teammates. / He has set up a team that works together to complete the project much faster. / He helps colleagues with their duties, even if they fall outside his direct responsibility. / He always assists colleagues who have difficulty with their duties. / He ensures that the assigned task of each team member is the best task for them. / He has a broad skills and although he has some weaknesses, he always seeks help from suitable colleagues when needed. / He has built up the many working relationships needed to get the job done. / He has good relations with all her colleagues. They all help each other that is necessary. / He helps other employees, even when it is not necessary. / The team he has created is a good example for others to follow. / He promotes cooperation throughout the organization very well. / He tackles all the tasks he is enthusiastically assigned and also takes on additional tasks. / He cooperation well to ensure that the staff works as a team to meet deadlines. / He encourages people to work together to achieve a common goal. / He puts getting the job done above his own interests. / He works well with colleagues, employees, managers and members of other teams. / He understands very well that completing the projects is a team effort. He is always willing to help others when necessary. / He connects his employees well together to create a team first environment. / He promotes a team-oriented environment. / He is a proven team player. / He is an asset that can work effectively with other teams and departments. / He does what it takes to get the job done. He also takes on additional tasks. / He ensures that colleagues coordinate to meet deadlines and work effectively as a team. / He encourages people to work together for a common goal. / He gives of himself to make sure the job is done properly. / He volunteers to help. / He makes a positive contribution to morale. / He accepts constructive criticism positively. / She shows sensitivity and attention to other people's feelings. / He creates a positive and inclusive working environment. / He is a strong team player, which is modest and says that projects are reaching the whole team. / He helps his colleagues meet the company's expectations. / He has the ability to understand pressure. / Below expectations / He is often late for work and is unable to provide acceptable excuses to justify his behavior. / He takes excessive breaks and is reluctant to carry out his duties. He often tries to leave the workplace early. He takes allances between his employees and promote a team-first environment. / He excels in every project he is involved in because of his ability to form effective teams. / He can bring different groups together, even in the most difficult situations. / He will do whatever it takes to get the job done, even taking on additional tasks that are not his own. Under expectation, he is not a willing team player and prefers to work individually. He is not willing to help colleagues, even when asked. He is professional in his work, but is not willing to give advice to others. He was not prepared to give help upon request. He does not have the necessary skills to complete the work and is not willing to find someone who does. / He has not joined the group, even after he is required to. / He does not communicate with other employees, nor helps when asked. / He was not willing to listen to or take into account the wealth of advice given to him. / Despite the fact that a team member, he does not complete his assigned tasks. / Despite the many invitations to join the team, he prefers to work alone. He does not allow his staff to assist other departments. He doesn't help others when they need it. He doesn't see the workplace as a team environment and prefers to go it alone. / He does not a team-oriented support environment. He cannot use his team for the goals of the organization. He shows himself to be a person who does not want to work with others. He does not share important information with colleagues because he fears he will be marginalized. He is known for being hot-tempered with his colleagues. / He is the person least likely to offer help when needed. He shows the desire not to work with others. / He is very good at performing individual tasks, but is weaker when needed to work in a team or with colleagues. / He easily takes on new tasks, but does not communicate with and train others who are also needed to take them on. He consistently fails to be an effective team player. He needs to improve his teamwork in the coming months. He is cautious and afraid of confrontations that lead to him being averse to risk-taking. He is not offering help when he feels he needs it. He doesn't help others. / He is too focused on finding new ways to achieve things, rather than working with others in a process that has already been well tested and defined. / He tends to complain about a lack of resources and staff rather than making what he has / He tends to be aloof and unapproachable. His colleagues are reluctant to ask him for help because of his standoffishness. He needs to be aware of when to help others at work. He shows an uncooperative attitude. He is not willing to share his work or team responsibilities with others. He is not willing to promote a good relationship with other teams and is not open-minded. / His communication is poor meaning his team meetings are rarely effective. / Since he was promoted to supervisor, he's too busy to assist his employees when they need an extra set of hands to help. This unwillingness to offer help promotes a selfish work environment. She is careful and prefers to avoid confrontation. It's unlikely she'll put this in public jeopardy by helping anyone. Meets or exceeds expectations / He works until the job is done. He's very result-oriented. / He is self-motivated and strives to carry out all his tasks on time. / He's a great thinker. He constantly strives to broaden the company's horizons. / He has a thirst for skills and knowledge. He always challenges himself to perform tasks as well as possible. / He strives for new challenges that will expand his experience. / He aligns his goals with those of the company. / He doesn't need much direction from above. He has a strong work ethic. ProsperForms - setting up a form and with receiving submissions from your colleagues in minutes. 100+ forms available: reports, logs, requests, etc. or build yourself. View and manage submissions on timeline and dashboard screens and generate PDF reports. Getting started / He always anticipates problems and thinks in advance of creative solutions. / He is willing and often stays until his goals are achieved. / He's a perfectionist. He won't stop until he's produced excellent results. / He shows great interest in the project and constantly generates new ideas. / He dresses in a professional way. / He is always honest and reliable in working with others. / He often motivates others in the team. / He has a high degree of professional knowledge of his work. / It strictly complies with company regulations. / He presents himself well. / It exceeds the company's expectations. / It remains calm and composed at high pressure levels. / He has a welcoming and friendly character. / He strictly complies with the company regulations. / He maintains a polite attitude and appearance. / He really meets the company's expectations. / He has the ability to understand pressure. / Below expectations / He is often late for work and is unable to provide acceptable excuses to justify his behavior. / He takes excessive breaks and is reluctant to carry out his duties. He often tries to leave the workplace early. He takes excessively and this distracts himself and his colleagues. His lack of focus means that tasks take longer than they should. He is not willing to work overtime at all outside his contracted 40-hour workweek. / He seizes every opportunity to avoid and postpone work. His breaks are twice as long as they should be. He shows no real interest in his work. He fails to ensure that his work meets the relevant quality standards. It violates the company's internal code of ethics. It rarely meets the current hygiene standards. His attitude is too informal. / He fails to attempt to improve his performance. / He is often late for work and dresses incorrectly. He is reluctant to take responsibility for self-development. He is unable to separate his work and private life. He is dishonest when reporting statistics to mislead and confuse others. / He is unable to develop performance improvement strategies. He is rarely on time and his appearance is sloppy. He is reluctant to take responsibility for self-development. Meets or exceeds expectations / He maintains a positive outlook and this is appreciated when making decisions in difficult situations. / His most special quality is his positive attitude. / His positive attitude and willingness to share his positive thoughts about any situation is greatly appreciated. / He actively encourages his colleagues. He creates an environment that strengthens mutual trust. / His attitude is always appropriate. / He's got a positive attitude. / He thrives pressure and brings the team together. / He has a sympathetic and humorous character that creates a positive atmosphere. / He always accentuates the positives in every situation. / He has a positive attitude that clearly shows his pleasure in what she does. / He arrives fast every day. / His leadership makes it possible for the time management and presence of this team to be among the best in the company. / His team meets many planning challenges, but he ensures sufficient staffing levels at all times. / His performance is always reliable and he practices to achieve better results in his work. / He is very adept in all areas of his function. / He is very detailed minded. / His work is always done with exceptional quality. / He makes sure that his work is accurate before he gives it to the customer. / He pays attention to detail in every task he gets. / It produces flawless output. / He has a great eye for the details. / His work can be relied upon to be consistently punctual. / He ensures that the meetings open and end on time. / He plans his free time well in advance. / He is punctual and consistently arrives at meetings on time. / He arrives at meetings on time and well prepared. / He achieved perfect presence in the period. / He adheres to company policy when planning leaving time. / He completes the work according to the promised deadlines. / He manages his schedule well. He completes all the tasks assigned to him for the week. / He strictly ensures that his staff maintains the correct timekeeping. He manages his staff well to make sure they perform their tasks on schedule. / His schedule shows no cause for concern. He is rarely absent and follows company policy. / He is reliable and has a good presence. / He has a good presence and is reliable. / He arrives at work punctual and ready to start and returns from breaks in time. / He sets a standard by his perfect presence. / He is the ideal employee who arrives on time and leaves. He also takes his breaks according to his schedule. / He comes every day fully prepared for his work. / He is reliable and there are no concerns about his presence. / He always ensures that his employees adhere to their lunch schedules and breaks. / His presence and punctuality falls within the company's guidelines. / It consistently meets all/most deadlines. / He is punctual for work and meetings. / He always comes to work prepared. Below expectations / He is generally a good member of staff, but his attitude sometimes lets him down. He has an inconsistent attitude that often has a negative impact on the team. He has a good working relationship with his team, but there are some problems with other managers that need to be resolved. He is very composed, but he shows a bad attitude that needs to be improved. He often takes breaks after meetings in which difficult decisions were announced. ProsperForms – set up a form and start receiving submissions from your colleagues in minutes. 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automatic reminders according to the relapse schedule you've chosen. Increase workplace satisfaction by improving transparency; Each status update has a separate comment section, which is used by team members to clarify information, including upcoming goals, and by leaders to provide feedback and better coordinate without micromanagement, post congratulations, and acknowledge the work done properly. Use status updates for future reference and decrease time and efforts that are spent on quarterly and annual reporting thanks to powerful filtering and export features. Automatically enrich reports with the latest updates your team uses with the latest updates (such as project management tools, version management systems, support systems, financial applications, CRM, etc.) link these apps to your status feed. Spend less time on meetings by making them more productive because everyone is on the same page at all times. Share: Status updates can be exported to files and printed or emailed; — shared online with the manager; or — shared online as company-wide or team-wide status reports, i.e. all team members share their progress with each other. Configure status updates: Step 1: Create an applet for Status Report — customize our preset forms or easily create a new form within minutes. Set reminders if you want your team members to receive automatic reminders when their reports should be expected. Configure who submits reports by choosing the Participants tab. Step 2: Users click the Open Submission Form button to complete and submit the report. Data such as the report type, date, and name are automatically added. Once a new status report is added, participants with View rights can view it in real time. Options: Set applet status as Teamwide if you want all team members to view each other's status reports. You also let each participant view only their own reports. Manager/stakeholders review all reports. Add, delete, and assign new team members at any time. Once a new status update is added, participants with View rights can view it in real time when they sign in to their accounts. Done! Create your free account now

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