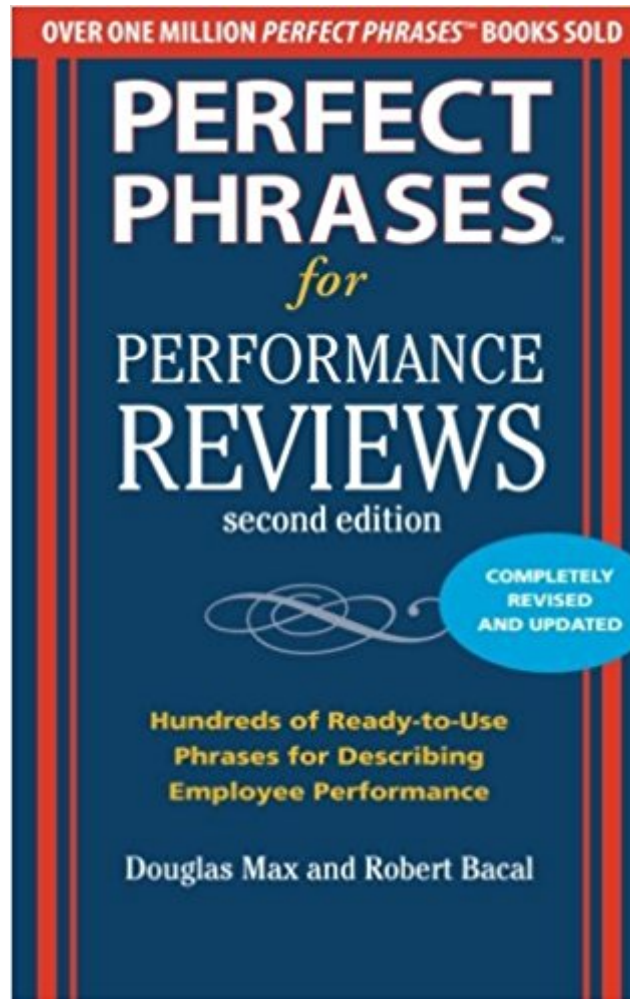


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# Perfect Phrases For Performance Reviews 2/E (Perfect Phrases Series)



## Synopsis

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

## Book Information

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Average Customer Review: 4.5 out of 5 starsÂ Â See all reviewsÂ (75 customer reviews)

Best Sellers Rank: #19,959 in Books (See Top 100 in Books) #20 inÂ Books > Business & Money > Skills > Business Writing #63 inÂ Books > Business & Money > Human Resources > Human Resources & Personnel Management #99 inÂ Books > Business & Money > Skills > Decision Making

## Customer Reviews

This book was recommended to me by my current supervisor. I have written hundreds of performance reviews over the years and wish I would have known about this type of book years ago. I have spent countless hours trying to articulate exactly what I want to say, the good and the not so good. This book has ready made phrases for just about every situation. It will allow you to provide clear concise and error free evaluations. The information within the book makes it easy to tailor a message to meet the specific requirement that needs to be addressed in the review. Overall a great buy at the right price.

Basic information - we need to provide facts. It is also important that the feedback and mentoring/coaching begins when someone starts in a position. This is not useful for career development if used one a year and without support and concern for people's growth and success.

This was a gift to me from a co-worker and I then purchased it for my staff of managers. They have each expressed what a great book to have during performance appraisal time. It was an easy read and had lots of great ideas and handling different situations.

When writing reviews, I don't have problems writing them for high achievers and under-performers. The hardest to write for me is for "middle of the road" employees. This book is fabulous because it has suggestions on wording in each section for Outstanding, Exceeds Expectations, Meets Expectations, Needs Improvement, and Unacceptable. This is a must have book and I highly recommend it.

This book makes coming up with the right phrase for your annual reviews easy and painless. It's not that you need to copy/paste directly from the book, but it's how the phrases are worded that are so very useful.

I bought this book as recommended by a manager friend. I needed it to create evaluation form for our employees and I must say it helped me a lot. This is really something any management office should have inside one corporation. Very good.

Definitely was a huge help when writing over 30 performance reviews. It has the wording to help with those "difficult" situations, and yet sound professional.

A really helpful reference for newer supervisors and managers that may not be formally educated or trained in writing strong performance appraisals. Words mean things and this reference tool will help with writing more effective narratives that describe an individual's performance characteristics and attributes with more depth and breadth. The book is well organized with an intent to minimize the amount of time one spends looking for better ways to communicate a point. I give a copy to all my new supervisors.

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