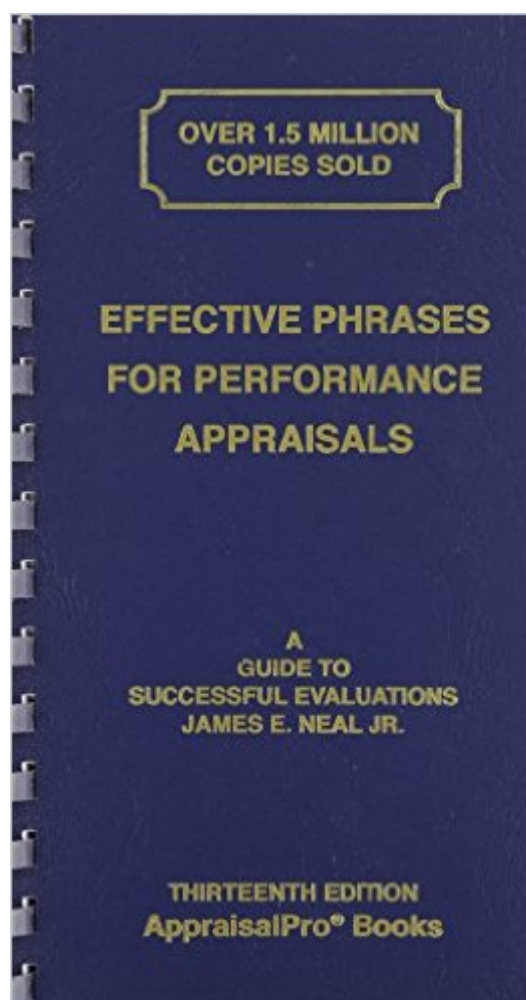


The book was found

# Effective Phrases For Performance Appraisals: A Guide To Successful Evaluations (Neal, Effective Phrases For Performance Appraisals)



## Synopsis

This powerful and time proven guide contains more than 3,800 professionally written phrases for describing the key performance factors found on most evaluation forms. With this practical guide, you can accurately and quickly complete the comments, examples, and overall appraisal sections. The book has attracted global users and is popular in the fields of business, education, government, law enforcement, medicine and the military.

## Book Information

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## Customer Reviews

This book was recommended to me by my mentor. I have written hundreds of performance appraisals 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 communicate complex information into user-friendly terms. It will allow you to provide clear and concise 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 appraisal. Overall a great buy at the right price.

How to effectively say the same thing over and over again. Some HR people HATE this book. I have previous copies of this I openly loan out to my staff. It greatly reduces the stress for self evaluations. The goals process in any company brings out the stress in everyone. This greatly reduces it.

I had to deliver performance reviews for the first time in 20 years after returning to a management role. I wish I would have had a book like this back then too. It really helps to provide alternate ways to convey the message you want to deliver in a very concise and professional way.

I hate doing annual reviews. I always end up writing the same thing over and over and never know what to say. With this book I was able to bang all my reviews out in one day. The only downside is all the phrases in this book are positive. I needed some negatives so ended up finding some examples online. Wish this had both.

Extremely helpful when writing evaluations. I use this to write fitness reports and it has served me well. The book is divided into sections like "leadership" or "initiative" under each section it contains phrases that can be molded to meet your desired intent. For example: "...extremely outspoken..." or "meets commanders intent", etc... Each section contains several pages of phrases.

Purchased this book for my husband. Every year he has to prepare his annual review, and like most people he dreads having to do it. One of his peers recommended this book. It offered helpful advice on how to prepare his review and it was a great resource to have on hand.

Got a Tip Off. The guy at work who is never wrong told me about this. Grabbed one for a comrade & one for me. Worked on 2 levels. Good read & good luck charm... I start a new job next week and am pretty stoked. Mahalo to the guy at work & the Fates too.

I bought this book for my husband. He is a manager and is required to fill out employee performance review worksheets. He has always taken SO long to fill them out because he couldn't think of the right phrases to always use. This book has been an amazing help! It has tabs to help him find the topic and then he just looks for an appropriate phrase to use on the evaluation that he is doing. With this book, he is done with evaluations in no time! I wish I had found this book years ago, and so does he!!

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