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2600 Phrases for Effective Performance Reviews

Ready-to-Use Words and Phrases That Really Get Results

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2600 Phrases for Setting Effective Performance Goals

A PDF COMPANION TO THE AUDIOBOOK

Appendix A:

High-Impact Verbs to Inspire Your Writing



The *emphasized* verbs below may lend themselves to describing negative performance issues. Please review them whenever you have to address problematic performance in an appraisal.

A

Accepts
Acclimates
Accomplishes
Accounts (for)
Achieves
Acts (upon)
Adapts
Addresses
Adheres (to)
Adjusts
Administers
Adopts
Advances
Advises
Advocates
Aids
Aligns

Allocates
Allows
Amplifies
Analyzes
Anticipates
Applies
Appoints
Appraises
Appreciates
Approaches
Assembles
Assigns
Assumes (responsibility for)
Assures
Attends
Audits
Augments
Automates
Avoids

B

Balances
Broadens
Budgets
Builds

C

Capitalizes (on)
Captures
Challenges
Clarifies
Coaches
Collaborates (with)
Collects
Combines
Commits
Communicates
Compensates (for)
Compiles
Completes
Complies (with)
Composes
Comprehends
Compromises
Conceptualizes
Condenses
Connects (with)
Consolidates
Continues (to)
Contributes
Controls
Cooperates
Coordinates
Counsels

Creates
Cultivates
Customizes

D

Deals (with)
Debugs
Dedicates (him/herself to)
Defines
Delays
Delegates
Delivers
Demonstrates (mastery of)
Deploys
Designates
Designs
Detects
Determines
Develops
Deviates (from)
Devises
Devotes
Diagnoses
Differentiates (between)
Directs
Disburses
Disciplines
Discounts
Discourages
Dispatches
Displays
Disseminates
Distinguishes
Distributes

Documents

Dominates

Drafts

Draws (attention to)

Drives

E

Edits

Educates

Elicits

Eliminates

Embraces

Employs

Empowers

Enables

Encourages

Enforces

Engages

Engenders

Enhances

Enjoys

Ensures

Epitomizes

Escalates

Establishes

Estimates

Evaluates

Exceeds

Executes

Excels

Exercises

Exhibits

Expedites

Exploits

F

Facilitates

Fails (to)

Familiarizes (himself with)

Flags

Forecasts

Formulates

Fosters

G

Generates

Guides

H

Handles

Harbors

Heightens

Hesitates (to)

Highlights

I

Identifies

Implements

Improves

Incorporates

Increases

Informs

Initiates

Insists (on)

Inspires

Integrates

Institutes

Instructs

Interfaces (with)

Interprets

Investigates

Isolates

Issues

Itemizes

J

Justifies

K

Knows

L

Lacks

Leads

Lends

Leverages

Logs

M

Maintains

Makes (sure)

Manages

Masters

Maximizes

Minimizes

Models

Modifies

Monitors

Motivates

N

Navigates

Neglects

Negotiates

Notifies

Nurtures

O

Observes

Operates

Optimizes

Orchestrates

Organizes

Overcomes

Oversees

Overwhelms

P

Participates (in)

Plans

Prepares

Possesses

Postpones

Presents

Processes

Procrastinates

Produces

Progresses

Projects

Promotes

Protects

Provides

Publicizes
Purges

Q

Qualifies

R

Rationalizes

Recognizes
Recommends
Reconciles
Records
Redeems
Redirects
Reduces
Refers
Refines
Refrains (from)
Reinforces
Rejects
Rejuvenates
Renders
Reports
Represents
Requires
Researches
Resents
Resists
Resolves
Respects
Responds (to)
Retains
Rewards

Risks
Routes

S

Satisfies
Schedules
Secures
Seeks
Selects
Serves (as)
Shares
Shows
Simplifies
Solicits
Sources
Streamlines
Strengthens
Strives
Struggles (with)
Substantiates
Suffers (from)
Suggests
Summarizes
Supplies
Supports
Synchronizes
Synthesizes

T

Tailors
Targets
Thrives
Tolerates

Traces

Tracks

Transforms

Translates

Trends

Troubleshoots

U

Unites

Utilizes

V

Vacillates (between)

Validates

Verifies


Volunteers

W

Welcomes

Appendix B:

Essential Adverbs to Get Your Message Across



The *emphasized* adverbs below may lend themselves to describing negative performance issues. Please review them whenever you have to address problematic performance in an appraisal.

A

Accurately
Actively
Adequately
Aggressively
Always
Appropriately
Assertively
Attentively

C

Carefully
Cautiously
Chiefly
Clearly
Cleverly
Closely

Collaboratively
Commonly
Completely
Comprehensively
Conscientiously
Consciously
Consecutively
Consistently
Constantly
Constructively
Continually
Continuously
Creatively

D

Deftly
Deliberately
Deservedly

Diligently
Directly
Duly

E

Effectively
Efficiently
Enthusiastically
Evidently
Excessively

F

Faithfully
Frequently
Fully

G

Generally

H

Habitually
Haphazardly

I

Inadvertently
Inappropriately
Inconsistently
Infrequently
Instinctively
Intentionally
Intermittently

K

Keenly
Knowingly

L

Largely
Logically

M

Masterfully
Methodically
Mistakenly
Mostly

N

Negatively
Never
Normally

O

Objectively
Occasionally
Often
Openly
Overly

P

Partially
Patiently
Periodically
Positively

Precisely
Predominantly
Proactively
Productively
Proficiently
Progressively
Promptly
Properly
Purposefully
Purposely

Q

Quickly

R

Rapidly
Rarely
Reactively
Readily
Regularly
Reliably
Reluctantly
Repeatedly
Respectfully
Responsibly
Rigidly
Routinely

S

Safely
Satisfactorily
Seldom
Sequentially

Skillfully
Smoothly
Sometimes
Specifically
Speedy
Spontaneously
Sporadically
Steadfastly
Steadily
Strategically
Strictly
Strongly
Subjectively
Substantially
Successfully
Succinctly
Suddenly
Swiftly
Systematically

T

Tactfully
Tactically
Thoroughly
Timely
Totally
Truly
Typically

U

Unexpectedly
Uniformly
Unintentionally

Unnecessarily

Usually

V

Vigorously

Voluntarily

W

Willfully

Willingly

Wisely

Appendix C:

Common Grading Scale



Although ranking systems differ from company to company, this common five-point scale will provide you with a consistent point of reference when rank-ordering your staff and determining overall performance scores:

- 5 Clearly outstanding
- 4 Consistently exceeds standards and expectations
- 3 Consistently meets standards and expectations
- 2 Needs improvement
- 1 Unacceptable / Unsatisfactory

Merit (salary) increases are typically awarded for individuals who receive overall scores of 3, 4, and 5. Merit increases are denied employees who receive overall scores of 1. Employees who receive an overall score of 2 may be granted another review at a later time (e.g., ninety days later) or be given a very low percentage increase (e.g., 1 percent). However, this may be subject to debate depending on company policy and practice. After all, it could be seen as contradictory to award *any* salary increase to an employee who receives an overall score of 2. When in doubt, always check with qualified legal counsel in your state for a fact-specific analysis and recommendation.