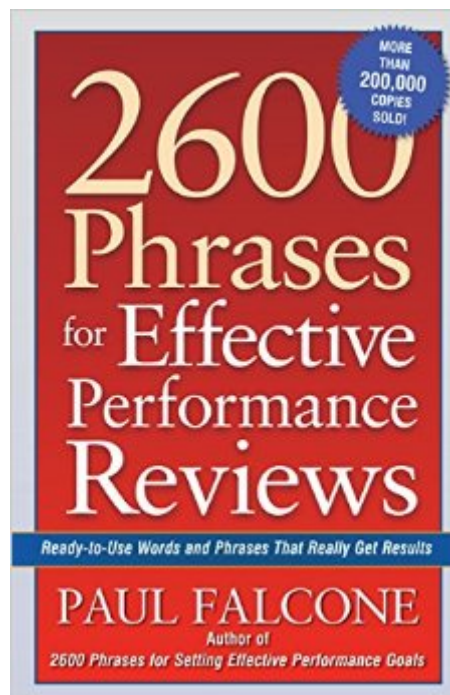


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# 2600 Phrases For Effective Performance Reviews: Ready-to-Use Words And Phrases That Really Get Results



## Synopsis

Whether you're an HR professional or a manager, chances are there's one task you really dislike: giving performance reviews. Even if you know the basic points you want to get across, finding the right words and committing them to paper is about as much fun as a trip to the dentist. But this handy little book puts thousands of ready-to-use words, phrases, descriptions, and action items right at your fingertips. Paul Falcone covers the 25 most commonly rated performance factors, including productivity, time management, teamwork, and decision making, plus job-specific parameters that apply in sales, customer service, finance, and many other areas. Not just for review time, the book will also be instrumental in creating job descriptions and development plans as well as for monitoring performance, progress, and problems year-round. Praise for Paul Falcone's Previous Books: "If the art and science of hiring and firing has become a puzzle, then author Paul Falcone [The Hiring and Firing Question and Answer Book] has the answer."-- Houston Business Journal "When you feel the need to document an employee's actions (or inactions), turn to this great tool [101 Sample Write-Ups for Documenting Employee Performance Problems]."-- Legal Management "[96 Great Interview Questions to Ask Before You Hire] takes the guesswork out of the interview process."-- Benefits and Compensation Solutions Paul Falcone is a human resources executive and has held senior-level positions with Nickelodeon, Paramount Pictures, and Time Warner. He is the author of several bestselling books, including 101 Sample Write-Ups for Documenting Employee Performance Problems, 101 Tough Conversations to Have with Employees, and 2600 Phrases for Setting Effective Performance Goals. He is a long-time contributor to HR Magazine. Visit him at [www.PaulFalconeHR.com](http://www.PaulFalconeHR.com).

## Book Information

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## Customer Reviews

As soon as my book arrived, I started flipping through the pages reading a few of the phrases on each when I realized this book is exactly what I need. I've been putting off my own performance review for several months now (yeah, I work for a manager - the CEO - who is very bad at completing performance reviews). As if writing an effective performance review isn't a daunting enough task, for me at least, it's ten times more difficult when it's my own performance I have to rate. I'm my own worst critic and this book is going to help me be more objective. Every page contains relevant phrases that I know I'll use over and over again. This will become an integral part of my HR Toolset! P.S. - I stayed up past midnight & completed my performance review. It was a breeze!

I think this book is just great. It really helps you think about the performance of your direct reports and to articulate it clearly. I appreciate the way the book is laid out too - very helpful "goals" section helps you give constructive feedback to your employees. This book literally sits open on my desk as I write each review.

This is definitely a practical and usable book. A very good starting point for designing and writing performance reviews, especially with its wide scope of job types, and generous lists of example phrases for providing feedback and setting goals. I won't say it's perfect (despite rating it with 5 stars), because I think users of the book need to be aware that no off-the-shelf solution can work in every situation. Using this book shouldn't be about "copy and paste" but about conscious selection, finetuning and design. That said, the majority of the phrases provided are very specific, actionable and measurable (very importantly). Paul provides a great model and great direction in an area that way too often is fraught with subjectivity, bias, poor judgement and fear.

Reviewing this book *2600 Phrases for Effective Performance Reviews: Ready-to-Use Words and Phrases That Really Get Results*, I found it to be a useful resource for ideas when writing performance reviews. I have twenty reviews to write every quarter! Guess what? Sometimes I run out of ideas and ways to state something intriguing about each team member. If you are the type of person that gets 'blocked' when under pressure to get a report out, try this book. It will prompt you

with phrases and catchy words that will jumpstart your brain. If you need support in writing an effective review, I think you will find that this is the book to try; I know I found it helpful and will keep it for a resource on my shelf.

The material was useful but the format was wrong for a reference document. This book is great for triggering ideas and thoughts for performance review. I recommend buying the paper version of the book instead of the kindle version. Kindle version of books are great for reading but not so great for research.

I would definitely recommend this book. I am presently involved in developing a template for a new Performance Appraisal for my company. The performance phrases in this book helped me define the guidelines for how to rate a performance in our work environment. Good reference book to have around.

Got this as a reference book for my daughter who is a new manager. She told me she's used it for two employee evals so far. She said it helps open up her mind when she is trying to describe performance. Even her upline manager was impressed with the completeness of her write-ups!

I took this books and other similar books I bought to work and my coworkers were so jealous! They didn't think on using something like this to help them write their performance reviews. I've let them use the books a couple of times, but I always have to ask for them back! This makes a perfect gift for your friends who have to write this type of evaluations as part of their job.

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