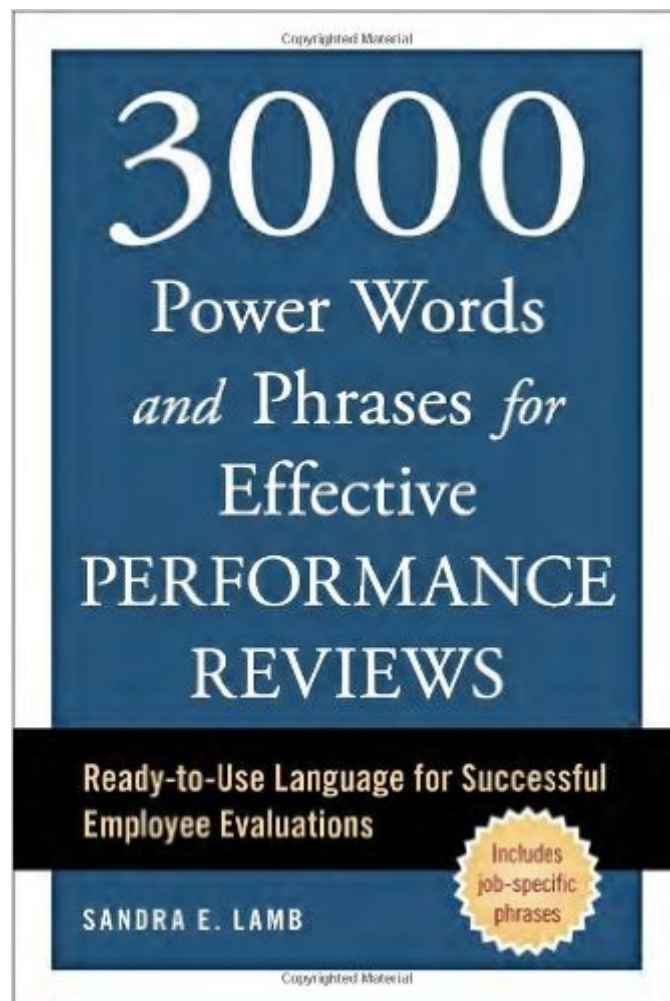


The book was found

# 3000 Power Words And Phrases For Effective Performance Reviews: Ready-to-Use Language For Successful Employee Evaluations



## Synopsis

A comprehensive yet accessible handbook for writing and conducting meaningful, effective performance reviews, geared toward managers of all levels, from the author of *How to Write It*. Performance reviews are one of the best tools managers have to shape company talent and culture, develop strong channels of communication with employees, and create systemic change. In this pithy, user-friendly handbook, author and writing teacher Sandra E. Lamb lays out the best methods and proven tactics to administer productive evaluations that benefit both parties " and the company. Lamb teaches managers how to design scoring systems for employees, prepare for and conduct in-person and written reviews, and use the right key words. Covering both hard and soft skills, this indispensable reference includes lists of powerful words and phrases that clearly describe positive and negative performance. Featuring sections targeted to specific industries and jobs, this guide empowers managers at all levels to master the art of performance reviews that achieve results.

## Book Information

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## Customer Reviews

If you write a lot of evaluations and are looking for particular key phrases to express performance from "exceeds standards" to "below standards" this is the book for you. The phrases contained in this book makes your job a lot easier. It's worth the money.

Once you learn the layout of the book, it is an easy guide to follow, although the book seems more

geared to business professionals. I work in healthcare and sometimes find it difficult to find the best phrase for the point I want to make. I usually come up with a phrase on my own if I work at it long enough.

Great guide when it is time for writing performances reviews. Powerful words which can be used not only for performance reviews but in other situations as well.

This book has some great examples and wording to utilize to make subjects direct and to the point (no running around the bushes) when your lost for words.

Perfect for reviews...,I would highly recommend this book.shared it with my peers they also purchased one ! ! ! !

Excellent guide for putting together civilian appraisals, between my wife & office mates, this thing is getting put to use big time.

This book was a time and life saver when it came to writing performance appraisals!

I needed more of a healthcare related book but it was somewhat helpful.

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