

**70 useful employee performance
review phrases for every function**

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Employee performance reviews



Employee performance reviews are fundamental for your employees' engagement. It can significantly improve performance of your business. It is important that performance reviews become an ongoing conversation between a manager and a direct report to be effective. And most importantly, reviews should be honest and personalized to every employee.

There are common areas to address when providing feedback to your employees in order to improve their performance. Especially for an inexperienced manager (or employee conducting a self-assessment), it can be difficult to conduct a meaningful performance review. Thus providing example phrases can be a good source of inspiration. We've created a useful list to keep in mind when conducting a performance review or self-assessment.

Achievements review phrases



Positive comments:

- Sets well thought-out goals and continuously strives to achieve them
- Works autonomously and uses own initiative to attain objectives and overcome challenges
- Improved xx by xx%
- Has a positive, results-driven attitude
- Is able to make informed decisions based on considered research

Areas of improvement:

- Struggles to achieve set goals and reach objectives because of xx
- Lacks understanding of xx and could benefit from xx
- Makes uninformed decisions based on assumptions and needs to consider more data
- Tends to blame others and needs to take responsibility for their own actions
- Lacks focus in xx and can improve by xx
- Productivity

Productivity review phrases



Positive comments:

- Significantly improved on xx since last appraisal
- Positively contributes to overall performance of the department/company through consistent and high-quality work
- Continuously strives to improve profits, productivity and performance targets
- Excels in identifying glitches, flaws or imperfections at the earliest possible chance
- Shows strong organizational and time-management skills

Areas of improvement:

- Has not improved xx since last performance review
- Struggles to finish tasks and reach the team standards
- Reluctant to upskill and gain xx expertise
- Shows lack of commitment in xx
- Seldom takes initiative without being asked to

Leadership review phrases



Positive comments:

- Is a natural leader who creates inclusive culture in the company and enables other to grow alongside him/her
- Motivates colleagues and direct reports to do their best
- Successfully shows appreciation for individual achievements and builds an atmosphere of trust and positivity in the team
- Proved themselves to be an asset to the organization
- Embodies the company mission and strengthens company culture

Areas of improvement:

- Does not show leadership qualities and can be more supportive
- Tends to micromanage which can prevent others from expressing their ideas
- Uses position to impose power and control over others
- Fails to show appreciation and recognize achievements of team members and direct reports
- Does not act as a source of inspiration to others

Teamwork review phrases



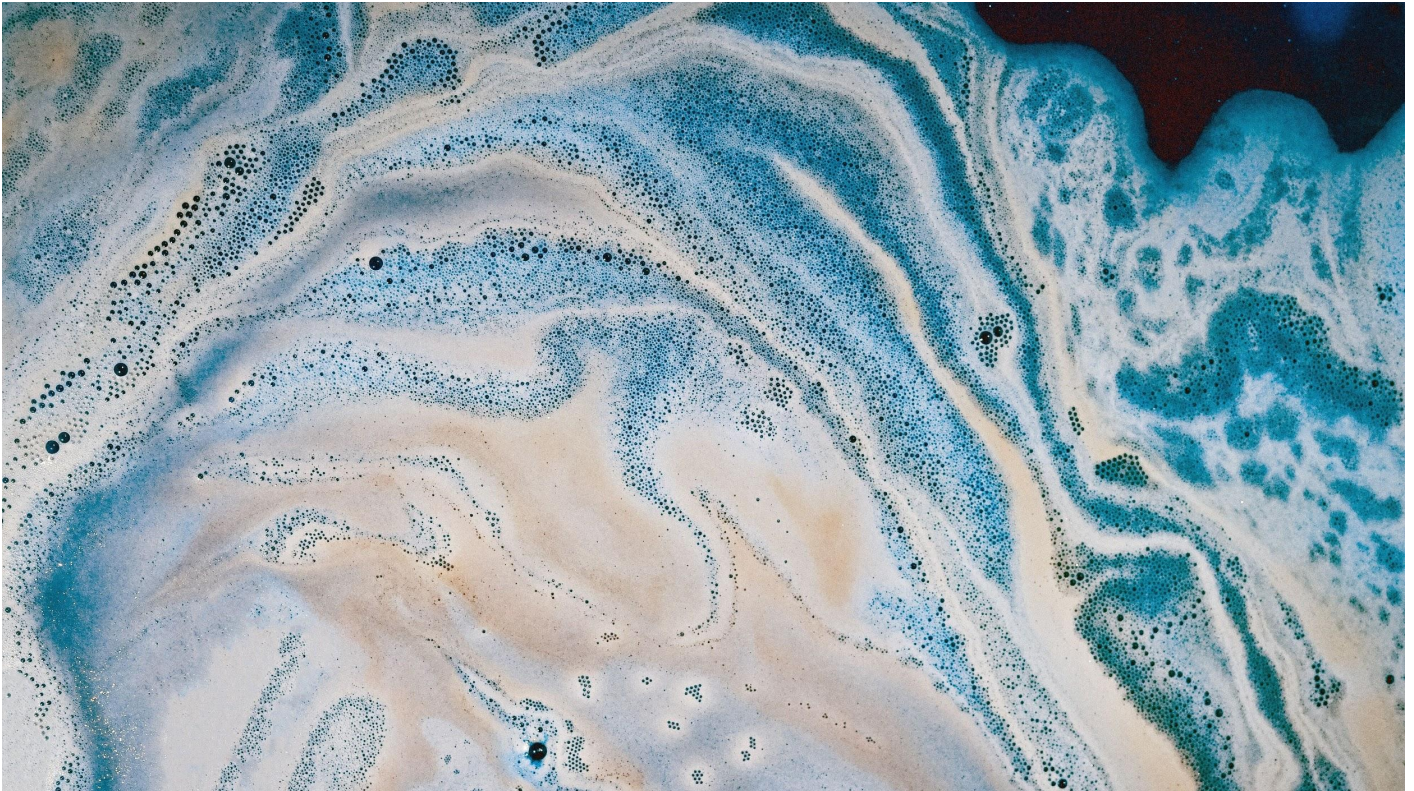
Positive comments:

- Effectively collaborates with people in (and outside of) the team to successfully reach targets
- Efficiently delegates tasks across the team
- Effectively shares knowledge and provides support to team members
- Brings positivity and enthusiasm to the organization and creates an inclusive culture
- Motivates colleagues to collaborate to reach common goals

Areas of improvement:

- Could try to help and support team members more for the success of the project
- Other members of the team feel they could behave in more approachable manner
- Should work on developing and maintaining professional relationships
- Fails to encourage a team-centered work environment
- Is not willing to share information with the team

Communication review phrases



Positive comments:

- Shows active listening skills
- Effectively communicates with colleagues, supervisors, partners and customers
- Clearly communicates ideas and thoughts in team meetings and conferences
- Is a constructive communicator and is capable of discussing difficult issues effectively and to the point
- Shows ability to build up on company culture through group facilitation and collaboration

Areas of improvement:

- Needs to improve oral/written communication skills
- Struggles to accept feedback and constructive criticism
- Lacks ability to effectively communicate ideas and thoughts to team members
- Refrains from asking questions even when issues need to be clarified
- Uses unprofessional manner/language when communicating with colleagues

Creativity and Innovation review phrases



Positive comments:

- Shows curiosity and initiative to find new ways of thinking to improve projects and company performance
- Is able to come up with imaginative solutions to challenges faced by the team
- Is continuously striving to innovate processes and improve task/project outcomes
- Has a vision for a future of the company and applies creative thinking to implement it
- Continuously suggests fresh ideas in meetings and on projects

Areas of improvement:

- Lacks the initiative to take up more complex tasks and implement creative thinking
- Struggles to think outside of the box and take creative risks
- Struggles to develop unconventional paths to seek solutions
- Does not encourage creative solutions in his/her team
- Is afraid of making a wrong decision and implement change

Flexibility and Problem-Solving review phrases

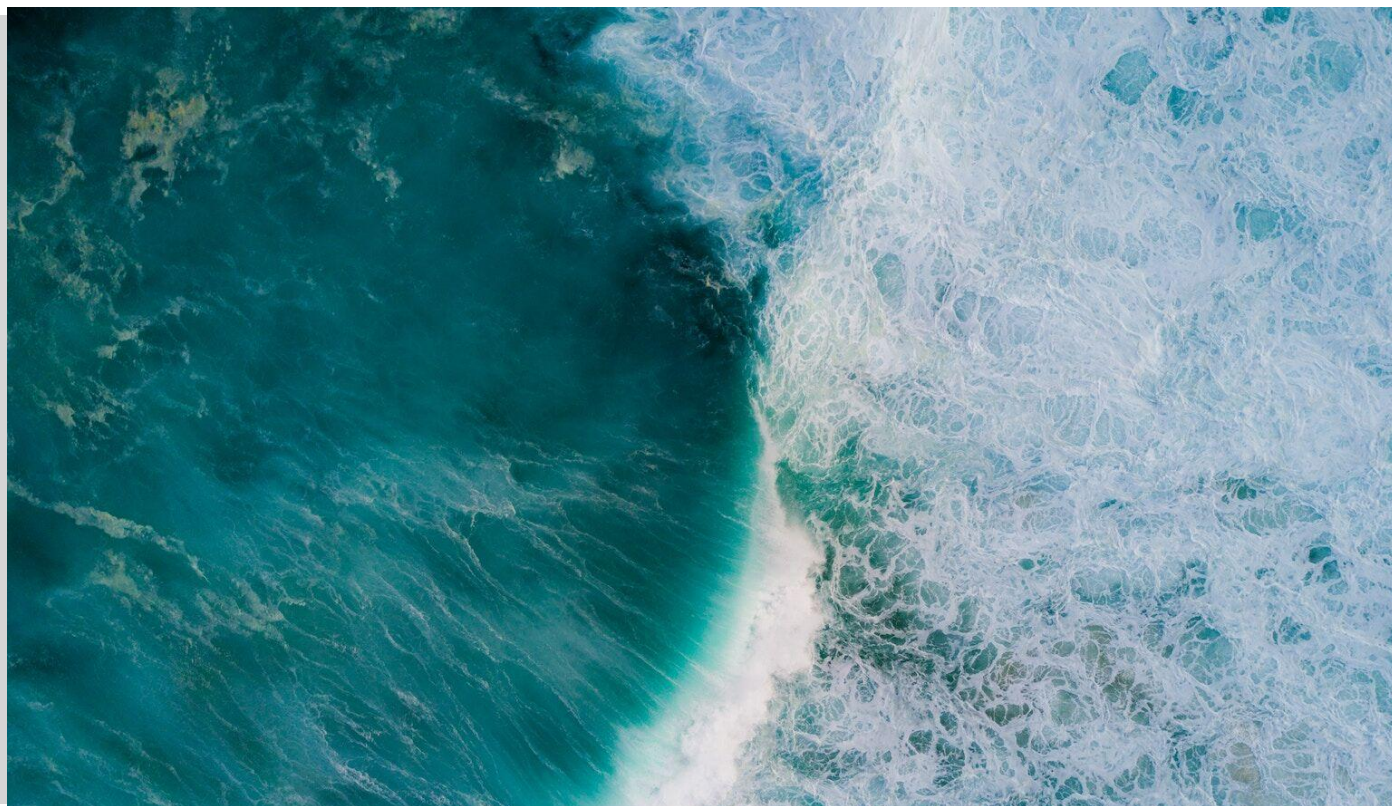


Positive comments:

- Shows strong analytical thinking and an ability to improve processes when old ways are ineffective
- Displays an ability to take on new challenges and up-skill
- Is able to use constructive criticism to improve and grow
- Displays the capability to independently solve complex problems
- Is able to emphasize with the customers/users and deliver value to them

Areas of improvement:

- Sticks to old methods and shows little effort to implement changes even if the results are poor
- Struggles to come up with new possible solutions when expectations are not met
- Tends to blame others and make excuses when problems occur
- Does not strive to develop new skills, and does not manage to focus on their goals and responsibilities
- Struggles to effectively overcome new challenges and find solutions to new issues



We hope you found this article useful.

Please do not hesitate to contact us at dominika.cechova@peoplegoal.com if you have any further questions or need help with your performance management process.

Kind regards,

Dominika



