

Effective Phrase Templates for Positive Evaluations

Accuracy

- You excel in checking detail and being accurate – for example:
- You maintain accurate documentation – for example:
- You consistently achieve results with accuracy and precision – for example:
- You recognize the importance of accuracy and attention to detail – for example:

Achievement

- You excel in developing programs and delivering results – for example:
- You produce work that has a tangible, positive impact on the dept. – for example:
- You consistently demonstrate the ability to achieve desired results – for example:
- You focus on results and attain results through positive actions – for example:

Administration

- You excel in simplifying systems and reducing paperwork – for example:
- You display excellent skills in organizing, completing and managing documentation – for example:
- You utilize technology effectively – for example:
- You demonstrate the ability to prioritize projects effectively – for example:

Communication

- You communicate clearly with credibility
- You demonstrate a commitment to sharing information and keeping other employees and the dept. informed – for example:
- You respond quickly to requests for information – for example:
- You craft professional correspondence effectively – for example:

Interpersonal Skills

- You excel in managing relationships with colleagues (students, parents, donors, etc.) – for example:
- You build positive relationships with (students, parents, donors, etc.) – for example:
- You display genuine interest in working effectively with others – for example:
- You consistently display interpersonal regard for others – for example:

Judgment

- You excel in making appropriate decisions and judgments – for example:
- You can be trusted to use good judgment – for example:
- You give thoughtful consideration before making decisions – for example:

Knowledge

- You understand the needs and requirements of the job – for example:
- You possess the knowledge to handle assignments successfully – for example:
- You share knowledge for the benefit of other employees (students, parents, etc.) – for example:
- You stay abreast of current practices and trends related to the discipline/field – for example:

Productivity

- You make a substantial contribution to the progress and growth of the department – for example:
- The quantity and quality of your work is consistently high – for example:
- You produce measurable results – for example:
- Your productivity consistently exceeds performance expectations – for example:

Responsibility

- You display a willingness to face problems or conflicts – for example:
- You build personal accountability – for example:
- You accept full responsibility for results – for example:
- You assume responsibility for mistakes and find appropriate solutions – for example:

Team Skills

- You make effective use of team resources – for example:
- You make a valuable contribution to team/dept. objectives – for example:
- You utilize follow up and regular communication to keep team members informed – for example: