

Phrases for Employee Performance Evaluation- General Job Skills/Traits

Performance reviews are a sensitive matter. Most managers want to write good, fair and professional performance appraisals but it's not always easy for non-native speakers of English to find the right phrase. In this issue, we provide a number of example phrases, that can be used on performance appraisal forms, to describe the performance of any employee under a number of skill areas. You can choose phrases from five performance levels that are used on many performance appraisal forms:

1. Outstanding
2. Exceeds Expectations
3. Meets Expectations
4. Needs Improvement
5. Unacceptable

The phrases include general descriptions of employee performance, such as "shows strong initiative", as well as specific recommendations, such as "needs repeated instruction when learning a new task". Here, we will focus on the skill areas under the general area of "General Job Skills/Traits".

Using, or adapting, some of the phrases will help you to reduce the amount of time you use to write performance appraisals.

General Job Skills

Outstanding

- _ Mastered every aspect of job
- _ Exceptional in every skill required on this job
- _ Rapidly created folders and sub-folders for extremely complex document database
- _ Exceptional organisational ability
- _ Learned and applied new software within two weeks

Exceeds Expectations

- _ Has natural ability to quickly comprehend instruction and apply new skills
- _ Performs efficiently and well
- _ Quickly adapted to new software
- _ Created a database comprising of over 500 separate documents

Meets Expectations

- _ Performs tasks competently
- _ Usually meets deadlines
- _ Needs strengthening in just a few areas

Work Performance Evaluation Examples On Emotional Maturity

Barbara Stevens Barnum



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HUMAN RESOURCE MANAGEMENT CONCEPTS AND PRACTICES Dr.V.Arul Mary Remy,Dr.V.Vijayalakshmi ,Mrs.N.Kalaivani,Dr.C.Jayamala,Dr.L.N.Jayanthi ,2023-09-27 Dr V Arul Mary Remy Associate Professor Department of Commerce Saveetha College of Liberal Arts and Sciences SIMATS Chennai Tamil Nadu India Dr V Vijayalakshmi Associate Professor Department of Commerce Saveetha College of Liberal Arts and Sciences SIMATS Chennai Tamil Nadu India Mrs N Kalaivani Assistant Professor Department of Commerce General Saveetha College of Liberal Arts and Sciences SIMATS Chennai Tamil Nadu India Dr C Jayamala Associate Professor Department of Management Studies Saveetha School of Law SIMATS Chennai Tamil Nadu India Dr L N Jayanthi Associate Professor Department of Commerce Saveetha College of Liberal Arts and Sciences SIMATS Chennai Tamil Nadu India Field Instruction Janet Wilson,1986-02 In this book Suanna Wilson provides a comprehensive overview of student supervision written directly for agency administrators as well as school faculty involved in field instruction Based on her rich knowledge and extensive professional experience she offers specific guidelines and directions for successful field placement including interviewing and assigning students monitoring and assessing their performance analyzing and addressing the common needs and anxieties of both students and instructors and much more She also examines the characteristics of the accreditation process the role and responsibilities of the school and the agency and the legal aspects of field instruction itself In addition Appendices highlight typical problem situations encountered in student supervision and offer performance evaluation exercises group training exercises case examples and samples of documents useful in field instruction *Competency & Emotional Intelligence Quarterly* ,2000 Motivating Today's Library Staff Dana C. Rooks,1988 *Mental Health in Nursing - E-Book Epub* Kim Foster,Peta Marks,Anthony O'Brien,John Hurley,2024-08-26 Holistic overview of mental health for nurses in a practice setting All nurses play an important role in supporting mental health as part of holistic care provision This book is designed to help students and novice clinicians to develop the knowledge skills and attitudes they need to care for people across a wide range of specialist and non specialist practice settings Written by a highly experienced team of mental health nursing experts the book covers all the common mental health conditions nurses are likely to encounter in practice It provides essential information on assessing for and identifying people experiencing mental illness as well as how to provide appropriate responses support and referral across the numerous contexts in which nurses work Fully updated and expanded the sixth edition includes a wealth of lived experience perspectives designed to provide a critical perspective and a way of thinking about the issues more deeply building empathy and understanding High quality evidence based content developed specifically to meet the learning needs of students and novice clinicians in Australia and New Zealand Describes the foundational principles and core mental health skills required by all nurses Covers generalist health settings content is relevant for nursing students across their curriculum Focuses on mental health not mental illness an emphasis on recovery oriented practice trauma informed care and the value of

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Work Evaluation and Adjustment Ronald Fry,Stout Vocational Rehabilitation Institute. Materials Development Center,1986 This bibliography which covers literature from 1947 through 1984 contains entries for 2 154 documents Most documents are journal articles but they also include research reports rehabilitation facility in house materials speeches unpublished papers and hardcover books The bibliography serves as a reference to the literature in vocational evaluation and adjustment services and as a catalog All of the literature listed here is available on a loan basis from the Information Retrieval System of the Materials Development Center School of Education and Human Services University of Wisconsin Stout Most of the literature listed is directly related to the processes of vocational evaluation or adjustment services and likely to have been written by a vocational evaluator an adjustment specialist or a teacher in one of these areas Other literataure about topics important and useful to the process is also included Examples are literature related to the Dictionary of Occupational Titles or behavior modification The entry for each document provides this information author developer institution editor title source publication date issue and pagination or place and date of publication Author and subject indexes are provided YLB [Computerworld](#) ,2002-12-09 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network **Appraisal Procedures for Counselors and Helping Professionals** Robert J. Drummond,2000 The leading book in appraisal for counselors this book is designed to help current and future workers in the helping professions become better consumers of psychological and educational tests and assessment procedures Provides guidance on how and when to use tests in different environments with different populations Provides practical suggestions on basic procedures such as test selection administration and reporting Addresses the role of the computer in assessment including on line testing adaptive testing computerized interpretation of test results and websites as sources of information An ideal book for assessment in counseling psychological testing and tests and measurement **Evaluation of the**

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