talent lms

Customizable employee performance evaluation comments

by TalentLMS

No matter your industry, the following phrases are a surefire way to build confidence in delivering effective employee feedback.

These are the 100 most valuable employee performance evaluation comments, which can be customized for your own feedback conversations.

Communication skills

Positive:
1. "You deliver instructions and explain expectations with clarity and purpose."
2. "You listen well in meetings with colleagues."
3. "You never interrupt colleagues when they offer opinions or suggestions."
4. "You express your opinions clearly, carefully, and objectively."
5. "You make arguments in a constructive and convincing way."

Needs improvement:
6. "You can improve clarity and confidence in speaking."
7. "You sometimes have trouble expressing your thoughts and ideas clearly."
8. "You tend to interrupt others, making communication difficult."
9. "You struggle with accepting and responding to feedback constructively."
10. "You could work more on active listening and showing empathy to colleagues."

Leadership and management skills

Positive:

11. "You prepare your team with the resources and training necessary to perform well in their jobs."
12. "You hold employees accountable for their own performance and goal achievement."
13. "You often recognize and reward employees for positive workplace behaviors."
14. "You successfully guide employees on ways to contribute to the company's vision."
15. "You serve as a role model by consistently behaving in line with the company's values."

Needs improvement:

16. "You sometimes have trouble leading the team well, which can create confusion or disagreements."
17. "You can do better at explaining expectations and giving clear directions."
18. "You need to help team members more when it comes to staying motivated and engaged."
19. "You can improve at problem-solving and handling conflicts."
20. "You should work on setting a positive example and demonstrating a strong work ethic for team members to follow."

Teamwork and collaboration abilities

Positive:

21. "You make others feel competent and appreciated."
22. "You're always willing to help others in their tasks."
23. "You often share knowledge and ideas with other team members."
24. "You trust and support other team members to take ownership of their tasks."
25. "You're great at building positive relationships with others on your team."

Needs improvement:

26. "You sometimes find it hard to work well with the team, leading to disagreements."
27. "You should improve communication to build better relationships with your peers."
28. "You tend to focus more on personal goals rather than team goals."
29. "You can work more on appreciating various viewpoints and fostering inclusion."
30. "You rarely share knowledge and ideas with other colleagues."

Time management and delegation skills

Positive:

31. "You never run out of time to complete tasks."
32. "You prioritize your tasks in order of importance and urgency very well."
33. "You never arrive late for meetings."
34. "You delegate tasks to colleagues who have the skills and time to complete them."
35. "You consistently meet deadlines."

Needs improvement:

36. "You find it hard to manage time well, resulting in missing deadlines or rushing work."
37. "You have trouble prioritizing tasks in order of importance and urgency."
38. "You usually delay tasks, leading to rushed and lower-quality work."
39. "You can do better with organizing and planning to get more things done."
40. "You should give some tasks to others to handle workload more effectively."

Creativity and innovation

Positive:

41. "You often find new and novel solutions to problems."
42. "You are curious and seek different perspectives."
43. "You are always willing for experimentation."
44. "You strike the right balance between rules and standards and creativity and exploration."
45. "You frequently share new ideas in team meetings."

Needs improvement:

46. "Your work is technically good, but it needs a more creative approach to stand out."
47. "You usually give solutions that are too standard and not unique."
48. "You often seem stuck and unable to find new ways to solve problems."
49. "You don't like to try new things and experiment."
50. "You struggle to adapt and think of new ideas in team meetings."

Administrative skills

Positive:

51. "You maintain an organized filing system."
52. "You frequently find more efficient ways to sort and organize documents."
53. "You capture and sort information in an organized and efficient manner."
54. "You never lose or misplace documents or files."
55. "You rarely make errors when capturing data."

Needs improvement:

56. "You must work on improving your filing system organization."
57. "You should discover more efficient ways to sort and organize documents."
58. "You must refine your approach when capturing and sorting information."
59. "You often misplace documents or files."
60. "You could work on reducing errors when handling data."

Achieving goals

Positive:

61. "You consistently work hard to achieve your performance goals."
62. "You willingly request the training and support necessary to achieve your goals."
63. "Your performance is in line with your peers."
64. "You never fail to meet your performance objectives."
65. "You always deliver the desired results when goals are realistic."

Needs improvement:

66. "You should boost your efforts in achieving your performance goals."
67. "You must proactively seek more training opportunities and support to achieve your goals."
68. "You consistently underperform in comparison to your peers."
69. "You often fail to meet your performance objectives."
70. "You don't deliver the desired results despite the fact that goals are realistic."

Problem-solving skills

Positive:

71. "You remain calm and collected in the face of new problems."
72. "You tackle problems with a calm, practical, and proactive approach."
73. "You always suggest solutions that are evidence-based."
74. "You always consider alternative solutions to a problem."
75. "You focus on the cause of the problem instead of the symptoms of the problem."

Needs improvement:

76. "You have trouble solving complex problems, causing delays or inefficiencies."
77. "You focus too much on symptoms rather than digging into the root causes of issues."
78. "You should work on a more systematic and logical way to solve problems."
79. "You must improve your collaboration skills with colleagues when solving problems."
80. "You should focus more on boosting innovation and creativity when finding solutions to issues."

Productivity

Positive:

81. "You consistently meet production expectations."
82. "You frequently meet the team's production goals."
83. "You significantly contribute to our team's productivity."
84. "You have improved productivity since our last evaluation."
85. "You've never sacrificed quality to increase productivity."

Needs improvement:

86. "You don't meet expectations and regularly need extra assistance or revisions."
87. "You struggle with paying attention to detail, leading to mistakes."
88. "You often rush your work and bring lower-quality results."
89. "You must take more responsibility for your work and ensure it matches the required standards."
90. "You should get more training and support to improve your skills and quality of work."

Learning and development

Self-report questionnaires where employees rate their learning on a Likert scale of 1 to 5.

"I…"

91. "learn new skills in order to adapt to change."
92. "actively encourage my colleagues to learn."
93. "shy away from learning as a team."
94. "strive to promote learning in the workplace."
95. "see mistakes as an opportunity for learning and development."
96. "ask for feedback to improve my skills."
97. "usually wait for learning opportunities."
98. "don't always take feedback well."
99. "struggle with changes."
100. "set clear goals for myself."