

How To Phrase Employee Evaluation Comments In Plain English

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

These are 50 of the most valuable employee performance evaluation comments which can be customized for your own feedback conversations.



COMMUNICATION SKILLS

1. "You deliver instructions and explain expectations with clarity and purpose."
2. "You listen well in meetings with colleagues."
3. "You frequently 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."



TEAMWORK AND COLLABORATION ABILITIES

6. "You tend to make others feel incompetent and unappreciated."
7. "You're always willing to help others with their tasks."
8. "You're hesitant to share knowledge and ideas with other team members."
9. "You trust and support other team members to take ownership of their tasks."
10. "You're great at building positive relationships with others on your team."



LEADERSHIP AND MANAGEMENT SKILLS

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 rarely recognize and reward employees for positive workplace behaviors."
14. "You fail to 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."



TIME MANAGEMENT AND DELEGATION SKILLS

16. "I've noticed you often run out of time to complete tasks."
17. "You prioritize your tasks in order of importance and urgency very well."
18. "You often arrive late for meetings."
19. "You delegate tasks to colleagues who have the skills and time to complete them."
20. "You consistently meet deadlines."



CREATIVITY AND INNOVATION

21. "You often find new and novel solutions to problems."
22. "You are curious and seek different perspectives."
23. "You show resistance to experimentation."
24. "You seem to prefer rules and standards over creativity and exploration."
25. "You frequently share new ideas in team meetings."



ADMINISTRATIVE SKILLS

26. "You maintain an organized filing system."
27. "You frequently find more efficient ways to sort and organize documents."
28. "You capture and sort information in an organized and efficient manner."
29. "You often lose or misplace documents or files."
30. "You tend to make errors when capturing data."



GOAL ACHIEVEMENT

31. "You consistently work hard to achieve your performance goals."
32. "You willingly request the training and support necessary to achieve your goals."
33. "You consistently underperform in comparison to your peers."
34. "You consistently fail to meet your performance objectives."
35. "You always deliver the desired results when goals are realistic."



PROBLEM-SOLVING ABILITIES

36. "You tend to panic in the face of new problems."
37. "You tackle problems with a calm, practical and proactive approach."
38. "You always suggest solutions that are evidence-based."
39. "You often neglect to consider alternative solutions to a problem."
40. "You focus on the symptoms of the problem instead of the cause of the problem."



PRODUCTIVITY

41. "You consistently meet production expectations."
42. "You frequently fail to meet the team's production goals."
43. "You significantly contribute to our team's productivity."
44. "You haven't improved productivity since our last evaluation."
45. "You've increased productivity, but at the expense of quality."



LEARNING AND DEVELOPMENT

46. "You learn new skills so you can adapt to change."
47. "You actively encourage your colleagues to learn."
48. "You shy away from learning as a team."
49. "You strive to promote learning in the workplace."
50. "You see mistakes as an opportunity for learning and development."