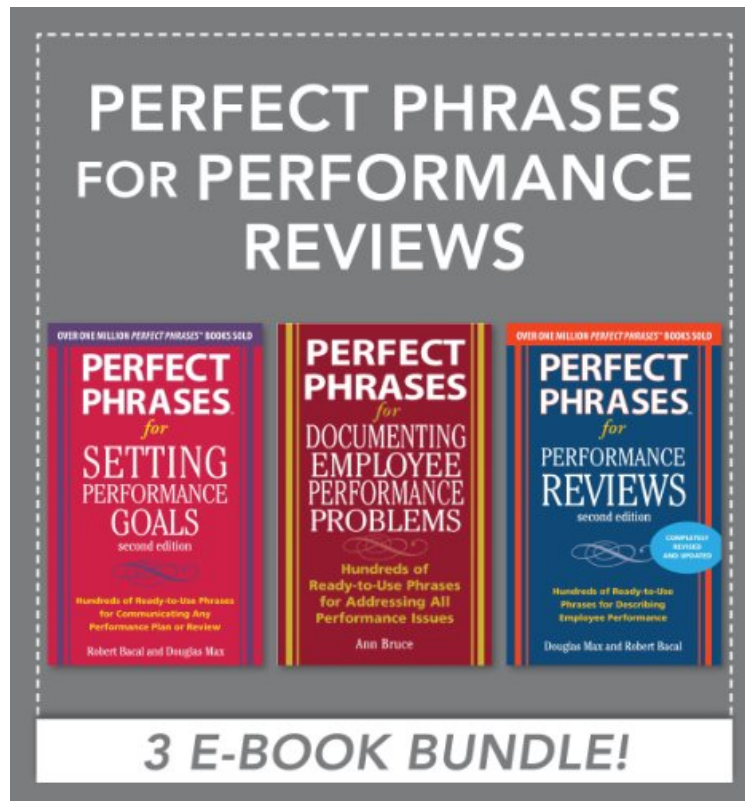


(Ebook pdf) Perfect Phrases for Performance Reviews (EBOOK BUNDLE)

Perfect Phrases for Performance Reviews (EBOOK BUNDLE)

Douglas Max, Anne Bruce, Robert Bacal

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before purchasing it in order to gauge whether or not it would be worth my time, and all praised Perfect Phrases for Performance Reviews (EBOOK BUNDLE):

0 of 0 people found the following review helpful. Say WhatBy G'WoodOkay phrases, that need a bit of you to make them work. Take note... Find the one book that has the most phrases, purchase it, for there's several others like this that are simply repetitive in editorial.0 of 0 people found the following review helpful. Phrases of PraisesBy John M. FordThis little paperback is the one-look book for performance appraisal feedback. Some books on this topic cover a lot of extra ground, positioning performance management in the executive skill set (Performance Management: Integrating Strategy Execution, Methodologies, Risk, and Analytics), emphasizing performance measurement (Transforming Performance Measurement), or focusing on the organizational context (Five Key Principles of Corporate Performance Management). In contrast, Max and Bacal zero in on how to communicate clearly in performance reviews.The book has three sections. Part one establishes the context for performance feedback, outlining goal setting, documenting performance, and conducting a performance review that is effective and within legal guidelines. The second part contains several sample forms that can be used to capture performance review discussions with employees. The bulk of the book is in part three. It contains brief phrases a manager could use to describe performance that is Outstanding, Exceeds Expectations, Meets Expectations, Needs Improvement, or is Unacceptable. Separate phrase sets are provided for a broad range of competencies and job skills.This is a good resource for less-

experienced managers who either have trouble finding concise ways to communicate about performance or who prefer specific examples of feedback rather than more abstract guidance. 0 of 0 people found the following review helpful.
Good book
By rmsteph
This is really good for anyone who writes performance reviews. Great wording suggestions and structure

Meet or exceed all your goals with this comprehensive guide to performance reviews 3 books in 1 eBook! Perfect Phrases for Performance Reviews covers all the bases when it comes to using the right language during every stage of the performance review process. Packed with the exact words and phrases you need to plan, conduct, and finalize performance reviews, this three-eBook set helps you express yourself with crystal clarity—as well as sidestep any landmines that might be in your path. This 3-eBook set includes: Perfect Phrases for Performance Reviews, Second Edition Get hundreds of ready-made phrases for clearly communicating an employee's performance in 74 different skill areas. Learn the most effective language for: Crafting an accurate, carefully worded assessment Documenting behaviors and accomplishments Guiding and developing promising workers Conducting face-to-face interviews Perfect Phrases for Setting Performance Goals, Second Edition This completely revised and updated second edition of Perfect Phrases for Setting Performance Goals provides hundreds of precisely worded performance goals you can apply to virtually any situation. This handy, quick-reference helps you: Focus your people on the most important parts of their jobs Communicate your expectations Align employee goals with organizational priorities Minimize disputes that can arise during performance reviews Perfect Phrases for Documenting Employee Performance Problems Using this wide range of ready-to-use scripts and a handy problem-solving toolkit, you can address even the most difficult issues diplomatically and constructively. Learn how to: Find the perfect words to suit each employee review Document performance in the most effective way possible Build strong working relationships and boost morale Increase productivity, meet deadlines, and achieve goals

From the Back Cover Writing Performance s is as Easy as Looking Up the Right Phrase! Finding the right words to assess and describe your employees' performance is an important--and time consuming--exercise for any manager. Perfect Phrases for Performance s provides hundreds of ready-made phrases that you can use to describe any employee's performance in 74 different skill areas. The phrases are grouped into five employee performance levels: Outstanding Exceeds expectations Meets expectations Needs improvement Unacceptable You can use these phrases to: Craft a carefully worded and accurate assessment Document behaviors and accomplishments Specify areas of excellence or poor performance Guide and develop promising workers Make the entire review process more productive for yourself, your organization, and those who report to you Complete with a step-by-step primer on how to plan, conduct, and write a performance appraisal, Perfect Phrases for Performance s is an indispensable resource for managers who want to write fair, accurate reviews that help every employee become more productive. About the Author Douglas Max is Managing Director of LR Communications, a firm that conducts on-site seminars in writing and presentation skills. Robert Bacal is an author of Managing Performance and The Complete Idiot's Guide to Consulting and other books dealing with human resources issues.