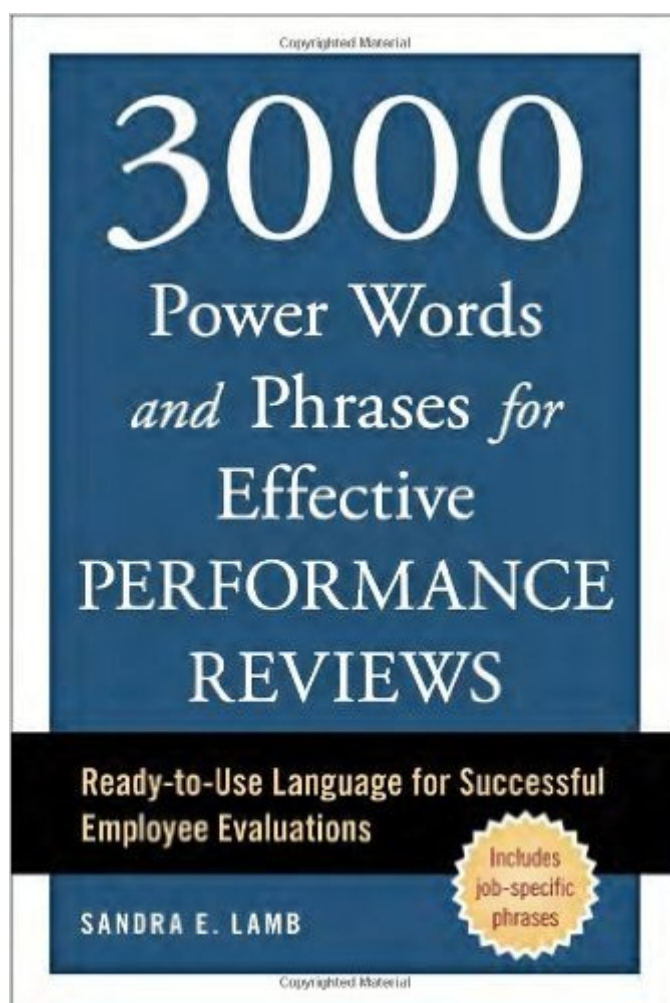


The book was found

# 3000 Power Words And Phrases For Effective Performance Reviews: Ready-to-Use Language For Successful Employee Evaluations



## Synopsis

A comprehensive yet accessible handbook for writing and conducting meaningful, effective performance reviews, geared toward managers of all levels, from the author of *How to Write It*. Performance reviews are one of the best tools managers have to shape company talent and culture, develop strong channels of communication with employees, and create systemic change. In this pithy, user-friendly handbook, author and writing teacher Sandra E. Lamb lays out the best methods and proven tactics to administer productive evaluations that benefit both parties and the company. Lamb teaches managers how to design scoring systems for employees, prepare for and conduct in-person and written reviews, and use the right key words. Covering both hard and soft skills, this indispensable reference includes lists of powerful words and phrases that clearly describe positive and negative performance. Featuring sections targeted to specific industries and jobs, this guide empowers managers at all levels to master the art of performance reviews that achieve results.

## Book Information

Paperback: 256 pages

Publisher: Ten Speed Press (August 27, 2013)

Language: English

ISBN-10: 1607744821

ISBN-13: 978-1607744825

Product Dimensions: 5.5 x 0.7 x 8.2 inches

Shipping Weight: 9.1 ounces (View shipping rates and policies)

Average Customer Review: 4.2 out of 5 stars [See all reviews](#) (21 customer reviews)

Best Sellers Rank: #140,371 in Books (See Top 100 in Books) #144 in [Books > Business & Money > Skills > Business Writing](#) #476 in [Books > Business & Money > Human Resources > Human Resources & Personnel Management](#) #1873 in [Books > Business & Money > Management & Leadership > Management](#)

## Customer Reviews

If you write a lot of evaluations and are looking for particular key phrases to express performance from "exceeds standards" to "below standards" this is the book for you. The phrases contained in this book makes your job a lot easier. It's worth the money.

Once you learn the layout of the book, it is an easy guide to follow, although the book seems more

geared to business professionals. I work in healthcare and sometimes find it difficult to find the best phrase for the point I want to make. I usually come up with a phrase on my own if I work at it long enough.

Great guide when it is time for writing performances reviews. Powerful words which can be used not only for performance reviews but in other situations as well.

This book has some great examples and wording to utilize to make subjects direct and to the point (no running around the bushes) when your lost for words.

Perfect for reviews...I would highly recommend this book.shared it with my peers they also purchased one ! ! ! !

Excellent guide for putting together civilian appraisals, between my wife & office mates, this thing is getting put to use big time.

This book was a time and life saver when it came to writing performance appraisals!

I needed more of a healthcare related book but it was somewhat helpful.

[Download to continue reading...](#)

3000 Power Words and Phrases for Effective Performance Reviews: Ready-to-Use Language for Successful Employee Evaluations Effective Phrases for Performance Appraisals: A Guide to Successful Evaluations (Neal, Effective Phrases for Performance Appraisals) 2600 Phrases for Effective Performance Reviews: Ready-to-Use Words and Phrases That Really Get Results 2600 Phrases for Setting Effective Performance Goals: Ready-to-Use Phrases That Really Get Results Perfect Phrases for the Perfect Interview: Hundreds of Ready-to-Use Phrases That Succinctly Demonstrate Your Skills, Your Experience and Your Value in Any Interview Situation (Perfect Phrases Series) Perfect Phrases for Negotiating Salary and Job Offers: Hundreds of Ready-to-Use Phrases to Help You Get the Best Possible Salary, Perks or Promotion (Perfect Phrases Series) Perfect Phrases for Conflict Resolution: Hundreds of Ready-to-Use Phrases for Encouraging a More Productive and Efficient Work Environment (Perfect Phrases Series) Perfect Phrases for Office Professionals: Hundreds of ready-to-use phrases for getting respect, recognition, and results in today's workplace (Perfect Phrases Series) Powerful Phrases for Dealing with Difficult People: Over

325 Ready-to-Use Words and Phrases for Working with Challenging Personalities Perfect Phrases for Performance Reviews 2/E (Perfect Phrases Series) Pearson Reviews & Rationales: Nursing Fundamentals with "Nursing Reviews & Rationales" (3rd Edition) (Pearson Nursing Reviews & Rationales) Pearson Reviews & Rationales: Medical-Surgical Nursing with "Nursing Reviews & Rationales" (3rd Edition) (Pearson Nursing Reviews & Rationales) Perfect Phrases for Dealing with Difficult People: Hundreds of Ready-to-Use Phrases for Handling Conflict, Confrontations and Challenging Personalities Wordly Wise 3000 Book 2 (Wordly Wise 3000: 3rd Edition) Wordly Wise 3000 Grade K - 2nd Edition (Wordly Wise 3000 2nd Edition) Tools & Techniques of Employee Benefit and Retirement Planning, 11th ed. (Tools and Techniques of Employee Benefit and Retirement Planning) Tax Facts on Insurance & Employee Benefits 2015: Annuities, Cafeteria Plans, Compensation, Disclosure Requirements, Estate and Gift Taxation, Health ... Facts on Insurance and Employee Benefits) Ready-to-Use Illustrations of World-Famous Places: 109 Different Copyright-Free Designs Printed One Side (Dover Clip Art Ready-to-Use) Ready-to-Use Celtic Designs: 96 Different Royalty-Free Designs Printed One Side (Dover Clip Art Ready-to-Use) Ready-to-Use Old-Fashioned Patriotic Cuts (Dover Clip Art Ready-to-Use)

[Dmca](#)