

Performance Review Phrases

Welcome



Coming up with the right words to say in a performance evaluation can be daunting, so here are 100 example phrases to help you get over the hurdle.

In each following section, you'll see five phrases for acceptable performance and phrases for unacceptable performance for the given skill.

Note: Although these are all 100% usable for an evaluation, we recommend shaping the phrases to be as specific as possible for the employee under review.

Let's get started...

Communication

Phrases for Acceptable Performance

- It really helps when you take the time to explain yourself thoroughly.
- Thank you for being so honest.
- I like that you are able to share your thoughts so clearly.
- Communication is one of your greatest skills and really helps the team.
- I appreciate the respect you show to others when you consider their understanding.

Phrases for Unacceptable Performance

- It would help if you could work on how you say things to other people.
- Ideally, you can communicate with your coworkers without using confrontational language.

- Try to think before you speak so your words come out the way you intend.
- I'd like you to speak up more in meetings.
- I'm grateful for all your ideas, but please give others a chance to speak as well.

Initiative

Phrases for Acceptable Performance

- It's wonderful how efficient you are at working without direction or supervision.
- I really appreciate the extra effort you've been making for the company.
- Please feel free to include others in your endeavors even more.
- Your willingness to play a leading role is much appreciated.
- Your ideas and willingness to follow them up are among your greatest assets.

Phrases for Unacceptable Performance

- We really value independent thinking here at this company.
- I trust you to find tasks on your own between assignments.
- Please make more effort to stay busy on your own.
- I'd like to see a little more self-direction from you.

- Try to find an answer on your own before asking someone.

Teamwork

Phrases for Acceptable Performance

- I can tell how much your coworkers value your help.
- You really provide the glue this team needs.
- It's wonderful how well the group comes together with you around.
- I love your dedication to the team spirit, so please keep it up.
- Thank you for ensuring that everyone gets their say.

Phrases for Unacceptable Performance

- Our philosophy dictates a more team-oriented attitude than you've shown.
- Try to sit back and let others share their opinions.
- Remember that it's important to be involved with the entire team.
- Try to think of three ways you could contribute more before our next meeting.

- I need you to respect your coworkers more.

Attitude

Phrases for Acceptable Performance

- You really improve the workplace just by being here.
- I love your infectious good attitude.
- Thank you for always showing up with a smile.
- It seems like nothing fazes you!
- Your good attitude makes my workday go faster, so thank you.

Phrases for Unacceptable Performance

- I'd like you to cultivate a more positive attitude.
- It's important to approach your work with the right attitude.
- When your attitude is poor, it affects everyone else around you.
- Please adjust your attitude to be more positive.

- I know it's tough sometimes, but this work requires a good attitude.

Problem-solving / Critical Thinking

Phrases for Acceptable Performance

- Your problem solving skills are top-notch.
- Everyone really appreciates how solution-oriented you are.
- Thank you so much for your creativity and the value it brings to this company.
- I love that you exhaust all your resources before asking for help.
- You produce some really innovative solutions by thinking outside the box.

Phrases for Unacceptable Performance

- It's important to work on your own before turning to others.
- Problem solving doesn't have to happen overnight.
- Your ability to think critically is one of the reasons we hired you.

- Problem solving is part of the job, so please try to focus on coming up with more solutions.
- Try not to view a problem as a bad thing.

Leadership

Phrases for Acceptable Performance

- Your leadership skills are top-notch.
- Others just want to follow you.
- You really cultivate a team environment.
- I trust you to delegate on your own.
- You seem to lead effortlessly.

Phrases for Unacceptable Performance

- It's important to inspire trust, not fear.
- Try asking others for their input more often.
- Remember that delegation is not the same as dictation.
- Ideally we're striving for a democratic workplace, so please keep that in mind.
- You must remember you're expected to lead, even if you're shy.

Quality of Work

Phrases for Acceptable Performance

- The quality of your work is excellent.
- I appreciate your attention to detail in everything you do.
- Please continue to work at the high standards you have.
- You set a wonderful example for others.
- May I use your work an example at our next meeting?

Phrases for Unacceptable Performance

- I need you to focus more on the accuracy of your work.
- Paying attention to detail is very important in this job.
- The quality of your work needs immediate attention.
- How can I help you improve the quality of your work?
- Are you lacking anything you need to produce quality work?

Ethics / Integrity

Phrases for Acceptable Performance

- Your integrity is beyond reproach, and I thank you for that.
- Everyone values your honesty and good faith.
- You provide an excellent role model to your coworkers.
- I can't thank you enough for your honesty.
- You exemplify the level of integrity we value here.

Phrases for Unacceptable Performance

- It is important to live our values in everything you do.
- When you're dishonest, you reflect on everyone and our culture.
- Poor ethics devalue the entire company.
- A sense of integrity is crucial to workplace morale, so please cultivate one.
- I'd like you to read the ethics section in our handbook again.

Role-Based Skills

Phrases for Acceptable Performance

- You are performing your role excellently.
- You've exceeded every standard set for your position.
- You are setting a gold standard for this position.
- I really value your attention to mastering every skill.
- Your performance overall is exemplary.

Phrases for Unacceptable Performance

- Your job comes with certain skills that have been lacking recently.
- I'd like you to work on the skills assigned to you.
- Your job duties are all equally crucial.
- I must call your attention to the terms of your hire.
- Would you like some help working on your job-related skills?

Attendance

Phrases for Acceptable Performance

- Your attendance has been perfect.
- Thank you for your excellent attendance record.
- Your attendance record is among the best in the company.
- You've really shown dedication to this job.
- I'm so grateful for your enthusiasm and excellent attendance.

Phrases for Unacceptable Performance

- You need to improve your attendance immediately.
- I need you to start arriving on time, every day.
- Your attendance has suffered lately. Can you tell me why that is?
- Please don't miss any more work.
- Promptness is one of our values here, so please respect it.

Next Steps

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