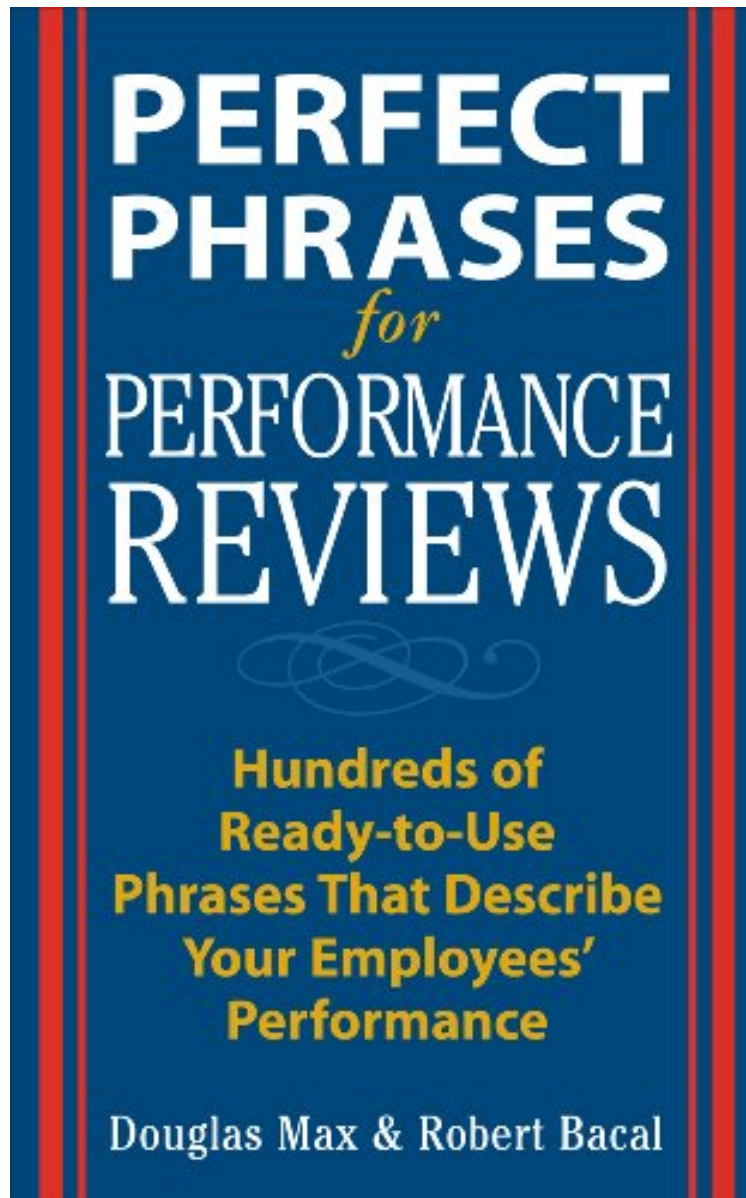


(Mobile pdf) Perfect Phrases for Performance Reviews (Perfect Phrases Series)

Perfect Phrases for Performance Reviews (Perfect Phrases Series)

Robert Bacal, Douglas Max
*ebooks | Download PDF | *ePub | DOC | audiobook*



 Download

 Read Online

#920151 in eBooks 2002-12-02 2002-12-02File Name: B000RHIU6C | File size: 25.Mb

Robert Bacal, Douglas Max : Perfect Phrases for Performance Reviews (Perfect Phrases Series) before purchasing it in order to gage whether or not it would be worth my time, and all praised Perfect Phrases for Performance Reviews (Perfect Phrases Series):

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.

Ford This 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

Hands-on help for quickly and persuasively writing company-mandated performance appraisals Writing performance appraisals is one of the most difficult and time-consuming tasks managers face. Perfect Phrases for Performance Reviews simplifies the job, providing a comprehensive collection of phrases that managers can use to describe employee performance, provide directions for improvement, and more. For example: "Sets priorities well" "Misses important deadlines" "Thorough, reliable, and accurate" All managers and HR professionals will value the book for its: Hundreds of ready-to-use phrases, organized by job skill and performance level Tips for documenting performance issues and conducting face-to-face reviews Easily adapted performance review templates covering five performance levels With the wide-ranging assortment of descriptions available in this book, managers will be able to find the perfect terms to help them analyze and understand the work performance of each person they work with.

From the Back Cover Writing Performance 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 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 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.