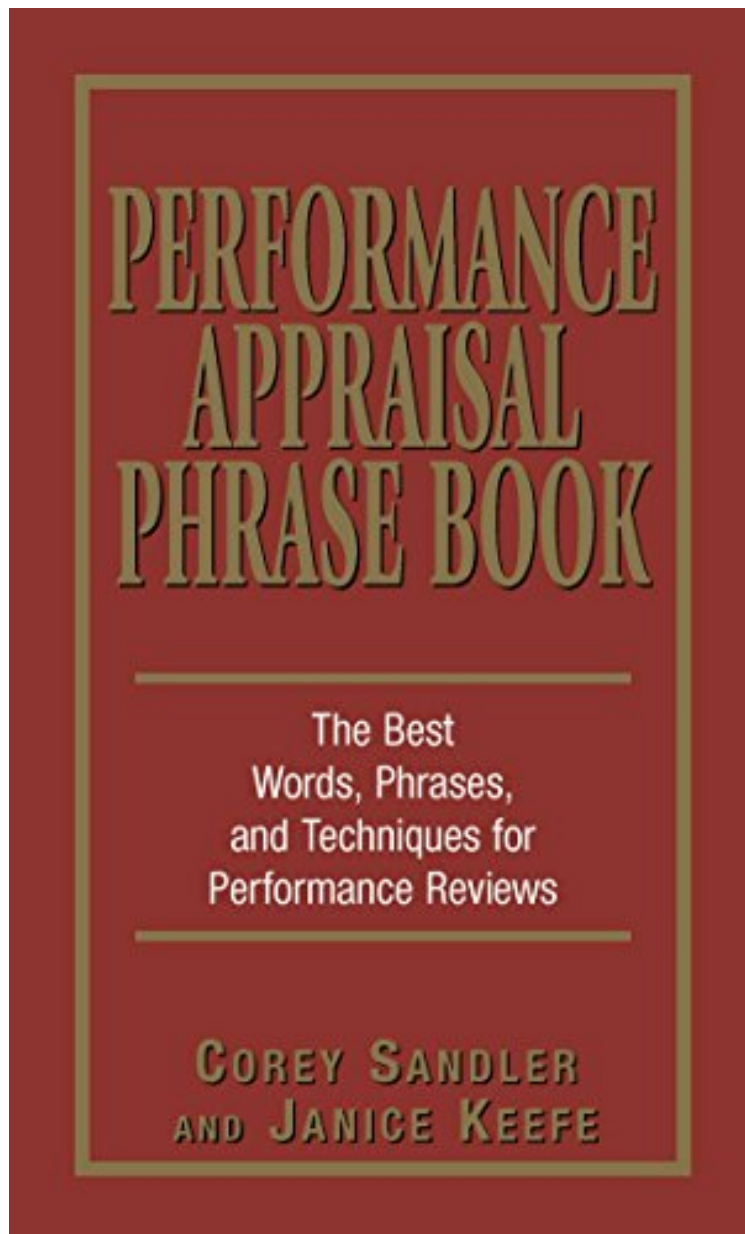


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## **Performance Appraisal Phrase Book: The Best Words, Phrases, and Techniques for Performance Reviews**

*Corey Sandler, Janice Keefe*  
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About the Author  
Corey Sandler has written more than 150 books on business and other topics. He has worked as a director of a large state agency, as an executive for three national publishing companies, and was responsible for the hiring and supervising of many large staffs. He resides in Nantucket, MA.  
Janice Keefe worked for Hearst Newspapers and an agency of the New York State government before joining Word Association, Inc., as manager. A resident of Nantucket, MA, she is the coauthor of 1001 Letters for All Occasions with Corey Sandler.