HOW TO SAY IT: Performance Reviews

Bonus Superlative Performance Review Phrases

MANAGEMENT & LEADERSHIP SKILLS

Adaptability
Halfway there before others begin.

Employee Evaluation Skills
His/her reviews are more useful than the discovery of fire, more insightful than Confucius and more fun than a trip to Disney.

Coaching Skills
If careers were like football teams, his/her coaching would lead many to the Super Bowl.

Decision Making Skills
Decides with the foresight of Noah, who decided to build the ark before it started raining.

Delegation
Delegates better than Tom Sawyer.

Feedback: Giving
She can tell people what they’re doing wrong and have them be grateful for the information.

Initiative
The management version of the Big Bang.

Meeting Management
Success means getting on his/her meeting invitation A-List.

Organization
So organized that a needle trying to hide from him/her in a haystack doesn’t stand a chance.

Prioritization
Uses the Smokey the Bear system of business. He prevents (office) fires before they happen.

Staff Development
She could inspire and teach a pig to fly.

Supervisory
Supervises with super-vision.

INTERPERSONAL & TEAM SKILLS

Adaptability
Halfway there before others begin.

Accountability/Reliability
More reliable than death, taxes and Old Faithful.

Approachability
She couldn’t be more approachable even if she wore a welcome sign.

Attitude
His/Her ability to look on the bright side of any situation is illuminating.

Communication: Verbal
He could make Donald Trump be quiet and listen.

Communication: Written
Writes so well that even a procedures manual she wrote would be a page-turner.

Conflict Management
Could bring peace to the Middle East.

Cooperation and Teamwork
If the Chicago Cubs had him/her on the team, they would win the World Series.

Contributes to Team Goals
Brings home the whole pig, not just the bacon.

Diversity/Inclusiveness
Finds common ground in polar opposites.

Creativity
DaVinci would envy her.

Initiative
He does not just predict the future; he invents it.

Listening
Listens so well he can summarize what we say better than we can say it.

Persuasion
Can talk the birds out of the trees and even get them to sing harmony.

Political Skills
She could make a mouse feel comfortable in a cat convention.

Punctuality
She never lets deadlines die.
**Accuracy**
The world clock is off by two milliseconds a century. This employee’s accuracy puts the world clock to shame.

**Analytical skills**
Better than Sherlock Holmes.

**Clerical and Secretarial**
If forced to choose between losing this assistant and losing their right arm, managers need to think a while before they decide.

**Computer**
If someone said he invented the internet, I would believe it.

**Cost management**
Spends company funds as if investing for his/her grandmother.

**Customer relations**
Makes customers feel more like family than family.

**Data entry**
Olympic level Data Entry Genius, coming in at 11 on a 10 point scale.

**Job Knowledge**
Encyclopedic yet practical.

**Negotiation**
Gets all parties to “Yes.”

**Phone Skills**
His/her phone style is the highlight of a customer’s day.

**Planning**
She plans backwards and forwards and inside out to prepare for all possible avenues and events.

**Presentations**
He could recite names from the phone book and have his/her audience on the edge of their seats.

**Problem Solving**
Solves small problems instantly, impossible problems may take a few minutes.

**Productivity**
Gets a week’s worth of work out of a 24 hour day.

**Programming Skills**
Like Burger King, she does it (designs programs) your way.

**Project management**
Don’t tell NASA about her project management skills, or they’ll want her to manage the Mars mission.

**Quality**
For him/her, quality began on the inside and worked its way out.

**Research**
He is the Madame Curie of our industry.

**Resourcefulness**
More resourceful than Heloise.

**Sales**
She is a lean, mean and squeaky clean sales machine.