

# HOW TO SAY IT: Performance Reviews

## Bonus Superlative Performance Review Phrases

### MANAGEMENT & LEADERSHIP SKILLS

---

#### Administrative Skills

Such an effective administrator, he could herd cats.

#### 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.

## PROFESSIONALISM

### Achievement

When he sets their sight on things, hold on to your hat.

### Alignment with mission

It's not a job for this employee, it's a mission.

### Deadlines

Sets deadlines to turn dreams into reality.

### Dependability

Is more dependable than gravity.

### Efficiency

So efficient the job is almost done as soon as she starts.

### Ethical

When choosing between the right thing and the easy thing, makes the right thing easy.

### Financial Management

Manages money so well I would trust him with my mother's retirement account.

### Focus

Could focus even if Pompeii was erupting.

### Goal Achievement/Setting

Wins the gold medal for accomplishing Olympic level goals.

### Grooming

Grooming is so impeccable; the rumor is he is digitally enhanced.

### Leadership

Inspires such high level performance, employees look forward to their performance reviews.

### Logical Thinking

Makes Sir Isaac Newton seem like Elmer Fudd.

### Loyalty

More loyal than Lassie.

### Motivation

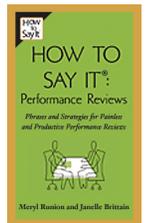
Goes from zero to 60 in 3 seconds.

### Safety

So safety-oriented I would want him/her to pack my parachute. (JB)

### Time Management

Squeezes an hour out of a minute.



## TASK & TECHNICAL SKILLS

### 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.