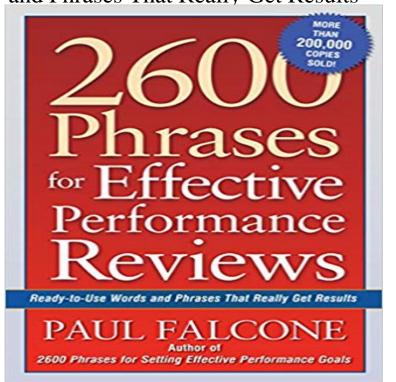
2600 Phrases for Effective Performance Reviews: Ready-to-Use Words and Phrases That Really Get Results



Whether youre an HR?professional or a manager, chances are theres one task you really dislike: giving performance reviews. Even if you know the basic points you want to get across, finding the right words and committing them to paper is about as much fun as a trip to the dentist. But this handy little book puts thousands of ready-to-use words, phrases, descriptions, and action items right at your fingertips. Paul Falcone covers the 25 most commonly performance factors, including productivity, time management, teamwork, and decision making, plus job-specific parameters that apply in sales, customer service, finance, and many other areas. Not just for review time, the book will also be instrumental in creating job descriptions and development plans as well as for monitoring performance, progress, and problems year-round. Praise for Paul Falcones Previous Books: If the art and science of hiring and firing has become a puzzle, then author Paul Falcone [The Hiring and Firing Question and Answer Book] has the answer.-- Houston Business When you feel the need to Journal document an employees actions (or inactions), turn to this great tool [101 Write-Ups for Documenting Employee Performance Problems].-- Legal Management [96 Great Interview Questions to Ask Before You Hire] takes the guesswork out of the interview process.--Benefits and Compensation Solutions Paul Falcone is a human executive and has held resources senior-level positions with Nickelodeon, Paramount Pictures, and Time Warner. He is the author of several bestselling books, including 101 Sample Write-Ups for Documenting **Employee** Performance Problems, 101 Tough Conversations to Have with Employees, and 2600 Phrases for Setting Effective Performance Goals. He is a long-time contributor to HR Magazine. Visit him at

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