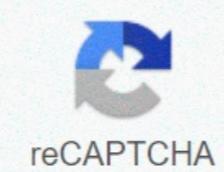




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## Performance appraisal sample comments productivity

By Ken Lloyd If your employees have different levels of productivity and slack, you need to know how to evaluate your employees' assessment phrases. In order for written feedback on your assessment to have a heated effect, you need to focus on individual performance factors that determine the quality and quantity of your employees' work. The best strategy is to include targeted phrases that empower employees to maintain good work in key areas, while encouraging employees to focus more cautiously on the quality and quantity of their work where needed. Extraordinary Productivity: Consistently exceeding expectations Of Producing incredible high-quality work volumes Inspires others with its output Setting new standards for productivity Putting productivity in productivity Monitoring productivity and implementing the necessary improvements Always looking for opportunities to be more productive Dazzles everyone with the quality and quantity of his work Is minded productivity Considers productivity as a top priority Generating great productivity from others Identifying and implementing measures to improve responsible output for large increases in department productivity Always goes further-(rock) Fully understanding the figures behind hard work productivity and the operational work of the Smart Streamlines department Raise the bar for everyone Energized by the challenges that will derail others Offering excellent recommendations To increase Outstanding Productivity: Frequently exceeding productively Driven expectations That are highly productive Have increased personal output Giving recommendations that boost productivity Serve as an excellent role model of productive behavior Focusing on the public as well as productivity Is productive under less than perfect circumstances Making others more productively Generate and implement creative ideas Works directly with others to increase their productivity Eager to learn about ways to be more productive Quickly combining new knowledge to build Turn Productivity challenges into opportunities Is outstanding manufacturer Is productive beyond the standard requirements of taking any single task leads to the success of the XYZ project through its efforts . Meeting expectations Of Producing strong quality and work quantity Helps others work better Share insights to increase productivity Working with teams to build output Has increased its productivity Understanding how to produce more Puts in extra hours to get the desired results Build productivity well organized Full need for more productivity Is a productivity knowledge store house Is more than talking about productivity Sometimes failing to meet expectations It's sporadic with its output Often unetermined with its productivity Can work hard, but inconsistently Can be more productive Tending to set bars too low Doesn't do consistent efforts Can meet signs in terms of productivity, but inconsistencies Can be more productive Can be more productive, but Falling blames short productivity problems in others Bogs down performance and productivity with his misconduct actions Spending too much time on low priority tasks Works reactively rather than proactively trying to do enough to get by is an amateur in the world of productivity Setting aside quality talk about working productively, but rarely do so unsatisfactory Consistently failing to meet expectations of slipping in terms of his personal productivity Distracted by non-work issues Not focused on energy and attention quite the work to be done Sets a low goal and fails to meet them Don't consider productivity as the priority of Seeing his personal output slips and there's nothing to stop him Interfering with the performance of others Displeasing annoying or disturbing behavior Often necessary to His work Rarely comes out of first gear Considering productivity as anxiety others Take inappropriate or reckless shortcuts Showing little interest in becoming More productive Failing to fully engage in projects Ignoring proposals to build Speed Extraordinary productivity time. Consistently exceeding expectations Does time management scholars Are timely and targets with his work Generalizing more than an hour of productivity in an hour Are excellent for prioritizing work Helping others manage time Building time management skills of employees Streamline tasks and processes Have a great sense of time and time Never miss the deadline Meet the deadline Like The Work-time Planning a job, and then working plan Has a high level of expertise in time management, and using it on each project Completes most initial projects and all projects on time It is sensitive to time demand and constraints others Produce on time, high-quality work Knows when and how to delegation Efficiently: Frequently exceeding expectations of coordinating projects to meet the final dates of developing plans and realistic schedules ensure the whole team is timely done and when to do it Pay attention to the priority of Managing time rather than letting her manager her No procrastinate Stays on schedule or earlier than it never loses sight of time constraints Is brilliant to estimate the time it takes for successful projects to get more done in less time Is time in all aspects of employment Maintaining flexibility to take onto tasks Deadline Not to miss out on deadline delegate work and follow-up as needed Fully competent: Fulfilling expectations Completed work on time Avoid timely: Avoiding time washing up suitable priorities Developing a schedule that can be used Know what to do and not do effectively assign work to others Keeping a commitment to get the work done Premium Places on planning Keeping projects on schedule Delivering decisions on Time Tracks projects prove timeliness management by philosophy that time is money Making a comment secondary tasks and making sure they Watch the time, non-marginal hours: Sometimes failing to meet the expectations of Treating deadlines as if they were the option of Devoting too much time for secondary-tier things Rarely complete a given task on time Always feels the work that minor tasks need to be delegatively down into secondary tasks Too quickly to set aside important projects at random best when waiting lists with major projects but timely with small people Surprising others when timely work sometimes meets deadlines but with the quality in question Already too late with too much unsatisfactory work: Constant failure to meet the expected waste of time on process procedures low ticket items over performance Allow work to son Out Always falls behind Still yet to meet waiting lists with the final moments Ignoring coaching doesn't pay enough attention to the requirements those waiting for his work Consistently fail to make the best use of time Spent too many reasonable time on time management as a waste of the Unintended time Management tools on absurd Taste programs immediate: Managing time such as pitfall Examples Of Positive Comments Productivity Assessment: Completing high qualities of work that often exceeds expectations Will complete work beyond their job descriptions when appropriate are employees Efficient and effective responding to customers Doesn't waste time on insufficient details Of Productivity Assessment Comments Works at a slow pace that affects businesses Often leaves duties for others to complete Failing to make important contributions Not completing work assigned on time Not to change work before Genia's deadline unites people to End Rental Agreements Due to Lack of Financial Resources suitable to his teammates ✓ He has created a team that works together to finish the project faster. ✓ He helps colleagues with their job even if they are beyond direct responsibility. ✓ He always helps colleagues who face difficulties with their job. ✓ He cautioned that the tasks allocated by each team member are best for them. ✓ He has a broad skill set and even though he has some disadvantages, always ask for help from the appropriate friends when needed. ✓ He has built multiple working relationships needed to get the job done. ✓ He has a good relationship with all his friends. They are all helpful when needed. ✓ He helped other employees despite being undeterred. ✓ The team he created was a good example to follow by others. ✓ He encouraged cooperation across organizations well. ✓ He addresses all tasks he is assigned and also take on additional tasks. ✓ He encouraged cooperation well to ensure staff work as a team to meet the deadline. ✓ He encouraged people to work together to achieve the same goals. ✓ He puts on getting the job done in front of his own interests. ✓ He worked well with colleagues, staff, managers, and other team members. ✓ He clearly understood that to complete the projects was a team effort. He is always ready to help others when needed. ✓ He connected his staff together well to create a team's first environment. ✓ He promotes a team-centered environment. ✓ He is a proven team player. ✓ He is an asset that can effectively cooperate with other teams and departments. ✓ He did what it takes to get the job done. He also took on additional tasks. ✓ He ensures colleagues coordinate meet deadlines and work effectively as a team. ✓ He encouraged people to work together towards a common goal. ✓ He gave himself to make sure the job was done well. ✓ He offers help with a beleaguer. ✓ He made a positive contribution to morality. ✓ He received positive comments and the feelings of others. ✓ He creates a positive and inclusive work environment. ✓ He is a strong team player; that is humble and says that projects are a total achievement of the team. ✓ He built solidarity between members of his team to enhance team spirit. ✓ He is one of the top staff who works well with teams and other parts. ✓ He always strives his best to complete his duties, even these tasks do not belong to him. ✓ He brings individuals together to meet deadlines and perform tasks efficiently. ✓ He can be calculated to carry out the task carefully follow-up and follow-up. ✓ He helped form an alliance between his staff and fostered the first team environment. ✓ He excels at any project he is involved in because of his ability to form an effective team. ✓ He can bring different groups together even in the most difficult situations. ✓ He will do whatever is necessary to get the job done, even taking on additional tasks that are not his. Under Current Expectations X he is not a willing team player and prefers to work individually. X He was unwilling to help a colleague, even when asked. X He is professional in his work but is unwilling to advise others. X Unwilling to provide assistance when requested. X He does not have the skill required to complete the work and are unwilling to find someone who does it. X He is not jointed the group even after being required. X He did not communicate with other employees nor helpful when asked. X He didn't want to hear or take on the wealth of advice given to him. X Despite being a member of the team, he did not complete the allocated task. X Although there are plenty of invitations to join the team, he prefers to work alone. X He did not allow his staff to assist other departments. X He didn't help anyone else when they needed it. X He doesn't see work as a team and prefer to go it alone. X He doesn't provide a team-centered support environment. X He can't do his team towards organizational goals. X Showed himself as a person who didn't want to work with others. X She did not share the main information with colleagues because she feared she would be marginalized. X She is known as hot-tempered with her friends. X He is the least likely to offer help when needed. X He shows a desire to avoid working with others. X He is very good at carrying out individual tasks but is weaker when needed to work in a team or with colleagues. X He easily takes on new tasks well but fails to communicate with and train others who may also be required to take them. X He consistently failed to be an effective team player. He needs to improve teamwork in the coming months. X He was careful and fearful of the confrontation that led to him becoming inverse to take risks. X He was easily disappointed when not offered help when he felt he needed it. He didn't help anyone else. 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provide the appropriate quality of work. ✓ He took the initiative to learn skills that improved his ability to contribute to the organization. ✓ He positively influenced the behavior of other employees. ✓ He exhibits through a supportive and daily activities in the work environment. ✓ He easily helped colleagues in response to workload fluctuations. ✓ He offers help to others without having to be asked. ✓ He easily got volunteer help even though it wouldn't be expected. ✓ He empathizes with the wishes of others. ✓ Him to create a positive atmosphere in the workplace. ✓ He demonstrated awareness of the external environment to his organization and needs. ✓ He routinely uses his time efficiently. ✓ He is always open to receiving feedback on his work. Under Expectations for X He often tries to balance responsibility to others. X he was very reluctant to acknowledge his failures. X He did not accept responsibility well. X He regularly seeks excuses for failure rather than accept responsibility. X He blamed the process and policy for his own shortcomings. Meet or Exceed Expectations ✓ He is able to cooperate with clients' objections, confront them and convince customers of the merits of his views. ✓ He can find the right approach with every client, even the most critical. ✓ He is always patient and friendly with his clients. He never bothered them during the conversation. ✓ He cannot afford to disappoint his clients. If he had promised to do something, he would have fulfilled his promise. ✓ He always cares about the comfort and convenience of customers. ✓ He always tries to take into account the interests of customers while forming commercial offers. ✓ He is always looking for ways to inform customers of any unexpected changes if anything happens during the work process. ✓ He always tries to provide detailed information to customers on any specific issue they are interested in. ✓ His good attitude towards customers makes them use the company's services again and recommends it to others. ✓ He always goes above and beyond his work needs to satisfy his clients. ✓ He worked well with clients. His clients have never complained about X he is good at keeping customers happy. He managed to sell to them at the same time. ✓ He resolved the customer's complaint with a quiet attitude. He handled difficult situations with clients well. ✓ He demonstrated how providing excellent customer service has had a hassle-free effect on customer retention and retention. ✓ He worked effectively with clients. ✓ He created a strong relationship with the people he interacted with. ✓ He clearly enjoyed aspects related to people's business. ✓ He was pleasant and projected a friendly tone over the phone. ✓ He has become a linchpin with clients. ✓ Him lead effective customer relationships. ✓ He empathy when faced with customer issues. ✓ He helps and defects in addressing customer concerns. ✓ He displays effective injuries when working with clients on projects. ✓ He's dealing with tough customers with grace. ✓ He handled the customer service situation well. He is well rated by his friends, managers, and clients. ✓ He understands how to listen to customers. He can extract details that make a big difference when dealing with our customers. ✓ He deals with customer complaints with a quiet demeanor. He is very clever in dealing with difficult situations with customers. ✓ He worked with clients well. He is very clever dealing with rate customers in a quiet and rational way. ✓ He is adept at overcoming customer objections. ✓ He has consistently high marks on his client satisfaction survey. ✓ He understood the latitude to ensure customer satisfaction. He does everything he needs to retain customers. ✓ He always saves appointments and returns calls. ✓ He is approachable and responsive to clients and others. ✓ He demonstrated his appropriate patience by complaining to customers and employees. ✓ He treats clients with respect and courtesy. ✓ He provides consistent and quality services to all customers. ✓ He provides to customers and provides accurate, consistent, and honest information. ✓ He listens to customers and provides feedback that will benefit customers in the future. ✓ He understands who the client is. ✓ He strives to meet the needs of customers. ✓ He offers suitable and innovative solutions to customer problems. ✓ He demonstrated a language and professional attitude in handling customer complaints. ✓ He responded immediately to a request for information or assistance. ✓ He meets customers' expectations in a timely manner. He delivered what he had promised. ✓ He followed up with clients on time. ✓ He replied to phone and email messages within four hours. ✓ He expects future customer needs or problems. He takes action to meet the needs of future clients or solve problems first. ✓ He strives extra to keep customers informed accurately. ✓ He understands customers from their point of view. He has a comprehensive knowledge of the world of clients and can anticipate customer demands. Under His Client X criticized rivals for convincing customers to use the services of his company, he X to meet the needs of its clients under any circumstances, although the company may experience finance. ProsperForms — set up a form and start receiving submissions from your colleagues in minutes. 100+ available forms: reports, logs, requests, etc. or self-build. View and manage submissions on Timeline and Dashboard screens, generate PDF reports. 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He has the ability to find the most suitable solutions to succeed to management. ✓ He argued through potential resolutions to the problem before making rash judgments. ✓ He keeps management in common with ongoing problems or issues occurring within the department. ✓ He is not afraid to respond to complex issues and give recommendations to all levels of management. ✓ He was able to analyze the problem and seek appropriate resolution. ✓ He investigated the problem and offered users several different resolution options. ✓ His investigative skills have provided the primary resources for a team focused on resolving harassment. Its ability to quickly assess problems and identify potential solutions is key to its outstanding performance. ✓ He examined the problem and quickly identified potential solutions. He recommends the most appropriate solution. ✓ He understands the testing process and how to solution to a particular problem. ✓ He is one of the more technical workers we have on staff. He can quickly analyze the situation and discover practical solutions. ✓ He adept to discover potential solutions to the problem. Under expectations he X was too hesitant to decide. This often results in wrong results. X He uses an approach that is too complex and it is not practical to solve the problem. ✓ He failed to make the shortlist recommended by direct units. X He is often paralyzed and confused when facing a tight deadline for decision making. X He made too many complaints about the content of the job. X He tends to apply for a narrow and

demeanor can be achieved and this negatively affects his team's morale. ✗ He needs to control his anger and attitude, he needs to learn not to respond too strongly towards negative situations. ✗ He could be a cause of conflict between his colleagues. ✗ She has an overly sensitive and pessimistic personality. He is easily disappointed with difficult problems or situations. He should try to think more positively, focus on goodness and avoid being too concerned with the perceived negatives. ✗ He often has problems with his colleagues when they cooperate. He is easily angry and quarrels with his friends. ✗ Of His arguments in his fellow conversations can make them angry. He was clearly aware of this but he did not make any attempts to change his demeanor when talking about topics unfavored with the work. It is highly recommended that he improve his attitude. ✗ He is quite pessimistic and his mood affects other workers. ✗ He is careless and unmotivated, which ultimately slows the team down. ✗ He did not address the stressful situation well. ✗ He complained about colleagues too often. His complaints build resentment on his team. ProsperForms – set up a form and start receiving submissions from your colleagues in minutes. 100+ available forms: reports, logs, requests, etc. or self-build. View and manage submissions on Timeline and Dashboard screens, generate PDF reports. Starting ✗ He is approachable and difficult to cooperate. ✗ He kept talking negatively about the project or assignment given to him. ✗ He always had a negative attitude towards his work. ✗ His poor attitude in general affects his work. ✗ He talks negatively about other team members. ✗ Needs to focus on the positive aspects of his job and his team. ✗ He always disrespects his manager. ✗ He often isolates himself and does not take good constructive criticism. Meet or Exceed Expectations ✗ He uses sharp ideas and critically thought ability to resolve issues quickly. ✗ He decided the most appropriate solution to issue by considering its pros and cons very carefully. ✗ He responded to any issues quickly. He is always looking for solutions to problems in a timely manner. ✗ Has strong thoughts and critical thinking skills that help him deal with the problem well. ✗ He was careful and always thoroughly assumed everything before he put forward any ideas. ✗ He always thought twice before he encountered any problems. He rarely faces difficulties when faced with extreme situations. ✗ He uses creative strategies to proactively solve a variety of problems. ✗ He has consistently generated excellent solutions to the most demanding problems. ✗ He focused on solutions to non-symptom problems. ✗ Has strong analytical skills that he applies to every stage of the troubleshooting process. ✗ He established problem solving that can be used, prioritized, and highly effective for every problem. ✗ He varies in style to solve his problems to meet the nature and demands of the problem itself. ✗ He approaches all problems with confidence and hope that he will generate strong and innovative solutions. ✗ He is actively looking for problems that require the most creative thinking. ✗ He quickly analyzed the pros and cons of any solution before deciding what is the most effective way to solve a problem. ✗ He can find a timely solution for any problem quickly and effectively. Under Normal Expectations ✗ he never considered potential changes to the situation when making decisions. ✗ He rarely figured the results through. ✗ He did not have the ability to implement a reasonable solution to an issue. ✗ His son was never unique. ✗ A tendency to decide without thinking about the potential consequences. ✗ He makes a very decisive decision without thinking. ✗ Never considered the possibility of the consequences of the decision. ✗ Never thought twice before making any decisions. ✗ That he often does not consider situations that may occur while carrying out tasks. ✗ The process of deciding is too rushed. ✗ He uses troubleshooting techniques that ultimately generate more problems. ✗ He created more problems than he solved. ✗ He overlooked or underestimated the problem until they became key issues. ✗ He analyzes small issues and lets the bigger problem fester and grows. ✗ He decides on the solution before properly analyzing. ✗ He came up with incorrect, inadequate, and invalid solution. ✗ He does not analyze the situation and potentially affects his solution carefully before making a final decision. ✗ She couldn't find the most effective solution to the problem because her ideas were always mediocre alone. Meet or Exceed Expectations ✗ remains focused on his team's goals despite the recent remarkable pressure. ✗ He quickly got to the heart of the problem of identifying the root cause. This allowed him to simultaneously manage various projects, performing well with each one. ✗ He knows how to prioritize short-term and long-term goals. ✗ He is a gem and knows the value of time. ✗ He kept faith in the team. ✗ He is a consistent performer, a great task scheduler, and has an interesting approach to solving problems. ✗ He is like a good software that offers smooth backward compatibility. ✗ His team has performed well over the past year. ✗ He thought twice before doing anything that might not be worth it. ✗ His team looked at him as a positive influence. ✗ He never lost sight of his goal. ✗ Technicality is too hard to solve for him. ✗ He knows the technology we take in it, and keeps himself informed of the latest changes. Below expectations when ✗ team meetings often outperform the allocated time. He should seek to improve his time management skills to ensure the meeting begins and ends as scheduled. ✗ He was regularly late at work and did not comply with the proper work. ✗ He needs to work on his ability to receive feedback from colleagues. ✗ He should improve his communication with his management team. ✗ He regularly withdraws information from his team. ✗ People have a tendency to make others feel intimidated when they suggest new ideas or ask for help. ✗ He should seek to approach his colleagues in a more professional and friendly manner. ✗ He didn't try to take creative risks. He created an intense environment that was not conducive to innovation. ✗ He did not comply with the proven sales script successfully. He tried to unacceptable modify the script. ✗ Did not work in a proven company policy for the ultimate success rate. ✗ He doesn't always keep his customers satisfied. He had a complaint filed against him for inappropriate feedback on customer feedback. ✗ He often misses the target and does not follow until now with the objectives expected of him. ✗ He did not have the immediate responsibility or stepped forward when a new task or project arrived. ✗ He consistently depends on others. ✗ He should seek to improve his interactions with customers and how far he meets their needs. ✗ He rarely shows appreciation to his employees for the job well done. ✗ He should be more open to feedback and apply to his work to improve his accuracy and productivity. ProsperForms is a cloud solution that brings a lighter tone of heart to messaging makes it easier to digest, and makes it easier for leaders to receive reports and provide feedback. How to use ProsperForms to improve communication and cooperation: Communication down: a) Build trust and enhance leadership communication by sharing regular updates and reasoning behind your results. b) Share information about company announcements, branch news, new rentals, etc.c) Share company goals and objectives regularly. Bullish communication: a) Easily perform daily or weekly status updates for your team members by creating status feeds How do you contribute to team goals this week?. b) Create an automatic scheduled questionnaire with questions like How can we improve? Do you have any obstacles?, etc. For recurring questionnaires: nobody forgets to answer because it sends automatic reminders according to the repeat schedule you selected. Increase workplace satisfaction by increasing transparency: Each status update has a separate section for comment, which team members use to explain information, including upcoming goals, and by leaders to provide feedback and better coordinate without post congratulations and admit work is done well. Use status updates for future references and reduce the time and effort spent on monthly, quarterly, and annual reports thanks to strong filtering and export features. Optionally, enrich reports with the latest updates automatically added from your team's used web apps (such as project management tools, version control systems, support support financial application, CRM, etc.) by connecting this app to your status feed. Spend less time at meetings by making it more productive because everyone is on the same page at all times. Sharing: Status updates can either — be exported to files and printed, or sent via email; — shared with online managers; or — shared online as a company-wide or all-team status report, i.e. all team members share progress with each other. How to configure status updates: Step 1: Create a Status Report applet — customize our preset form or create a new form in minutes with ease. Reminder setup if you want your team members to receive automatic reminders when their reports are due. Configure who will submit a report by selecting the Participants tab. Step 2: Users will click the Open Submission Form button to fill in and submit a report. Data such as report type, date and name will be added automatically. Once a new status report is added, participants with view rights can see them in real time. Optional: Set the status applet as Team-wide if you want all team members to view their status reports. Alternatively, you can create each participant to view its own reports only. The manager/stakeholder will view all reports. Add, remove, and assign new team members at any time. Once a new status update is added, participants with the View rights can see them in real time when they sign in to their account. Done! Create your free account now

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