
100 Performance Review Phrases and Comments in a few key areas for 2021

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Performance Review Phrases for key areas: **Achievements**

Positive Phrases

1. Saved the company \$x through [specific task]
2. Spearheaded [project] which resulted in [result]
3. Used own initiative and suggested [project] which aims to [goal]
4. Improved process x by y%
5. Exceeded monthly quota by x%

Needs Improvement Phrases

1. Missed quota by x%
2. Missed previously set target of [target] because of [reason]
3. Needs further training in [process] because of [reason]
4. Did not complete [task] because of [reason]
5. Reduced quality of work output because of [reason].

Performance Review Phrases for key areas: Productivity

Positive Phrases

1. Consistently turns work in ahead of schedule
2. Has contributed to the success of the department by [example]
3. Demonstrated strong time management skills by [example]
4. Significantly improved on [goal] since the last performance review
5. Demonstrated excellent task flexibility by [example]

Needs Improvement Phrases

1. Did not hand in [task] on time due to [reason]
2. Has made little progress with [goal] since the last performance review
3. Will often sacrifice handing in work by deadline to help coworkers
4. Has shown reluctance to work towards [goal]/[task]
5. Continuously asks for longer deadlines

Performance Review Phrases for key areas: **Teamwork**

Positive Phrases

1. Displayed a strong drive to collaborate during [task]
2. Encourages every member of the team to share their ideas in meetings
3. Is willing to share their expertise with colleagues to improve their performance
4. Demonstrated the ability to delegate tasks fairly during [project]
5. Shared ideas on how to improve the inclusiveness of our workplace culture

Needs Improvement Phrases

1. Other team members have felt alienated during [project] because of [behavior]
2. Has a tendency to avoid delegating tasks during projects
3. Is quiet and reluctant to share ideas and knowledge during team meetings
4. Is often reluctant to provide feedback to other colleagues, even when asked
5. Has shown an inability to take on constructive criticism by [behavior]

Performance Review Phrases for key areas: Problem Solving

Positive Phrases

1. Our clients like [employee] for their creative spirit.
2. Suggested [project] at a team meeting, which has achieved [goal]
3. Seeks creative solutions like [example], which resulted in [result]
4. Regularly suggests new projects and ideas in team meetings
5. Shows curiosity over processes elsewhere in the business and suggests new initiatives like [example]

Needs Improvement Phrases

1. Is generally quiet in team meetings and rarely suggests new ideas
2. Appears hesitant to make creative decisions during projects
3. Does not take creative risks with their work
4. Demonstrated a hesitancy to engage creatively with [project]
5. Is often too “by-the-book” when dealing with customers, leading to [result]

Performance Review Phrases for key areas: **Communication Skills**

Positive Phrases

1. Clearly communicates their thoughts in team meetings
2. Demonstrates the ability to concisely communicate complex and difficult issues
3. Demonstrated active listening and debating skills during [project]
4. Delivers “negative” feedback without alienating others
5. Has great written communication skills, as evidenced by [example]

Needs Improvement Phrases

1. Can become defensive when given constructive criticism or “negative” feedback
2. Uses unprofessional language/discusses unprofessional topics with colleagues
3. Written communication from [employee] is often unclear
4. Rarely asks questions from colleagues and managers, leading to [result]
5. Is uncomfortable in one-on-one meeting situations

Performance Review Phrases for key areas: **Attitude & Behavior**

Positive Phrases

1. Demonstrates the ability to motivate and inspire their colleagues by [example]
2. Is always happy to help their colleagues, even when things are tough for them
3. Supported [employee] with [task]/through [project] and willingly shared their expertise
4. Is extremely honest and trustworthy, as demonstrated when [example]
5. Clients like to work with [employee] because they always strive to do the right thing

Needs Improvement Phrases

1. Has a strong personality which has strained relationships with other employees.
2. Does not get involved with the company culture
3. Has been caught gossiping about other employees, which has resulted in [result]
4. Regularly ignores the company's dress code
5. Regularly refuses to take on more challenging tasks

Performance Review Phrases for key areas: Leadership

Positive Phrases

1. Sets a positive example for other employees by [example]
2. While spearheading [project], [employee] was quick to take responsibility for the team's mistakes.
3. Is well-respected by their colleagues for [example]
4. Regularly gives colleagues constructive feedback and shows appreciation for their work and effort.
5. Demonstrated the ability to remain calm under pressure when [example]

Needs Improvement Phrases

1. Struggles to work with differing personalities, as evidenced when [example]
2. Does not show appreciation for other team members' work
3. Tends to avoid responsibility for the actions of others, as evidenced by [example]
4. Doesn't provide the support team members need to succeed
5. Demonstrates the tendency to micromanage when in charge of projects, such as when [example]

Performance Review Phrases for key areas: Goal Setting

Positive Phrases

1. Demonstrates a consistent drive to achieve the goals set during performance review meetings
2. Has a positive attitude towards improving performance and is motivated to succeed
3. Keeps themselves accountable to their goals by [behavior]
4. Has fulfilled every goal that has been set in performance review meetings
5. Regularly seeks development opportunities throughout the company

Needs Improvement Phrases

1. Refuses to engage with training events, even when they are relevant to their job role
2. Missed the deadline for [goal] because [reason]
3. Sets goals that do not challenge their current level of performance
4. Demonstrates an inability to push past their comfort zone, such as when [example]
5. Pursues personal goals on company time and at the expense of professional goals

Performance Review Phrases for key areas: Organizational Skills

Positive Phrases

1. Effectively prioritize their workload by [example]
2. Always meets production benchmarks and deadlines
3. Always maintains an organized work environment
4. Helps other team members use organizational software to stay on top of tasks
5. Is flexible with their task plans to accommodate shifting priorities

Needs Improvement Phrases

1. Struggles to handle their current workload
2. Is inflexible and becomes panicked when work deadlines are changed
3. Regularly misses production benchmarks and deadlines due to a lack of planning
4. Can be easily distracted from the task at hand, as evidenced by [example]
5. Regularly postpones difficult tasks in favor of easier ones

Performance Review Phrases for key areas: **Technical Skills**

Positive Phrases

1. Regularly seeks out training opportunities when they arise
2. Sought to organize their mandatory training with their manager ahead of its expiry
3. Pursues additional qualifications to improve performance
4. Achieved [qualification], which is outside of their responsibilities
5. Pursued [qualification] so they could [result]

Needs Improvement Phrases

1. Refuses to attend technical seminars in their field
2. Struggles to apply themselves to mandatory training
3. Failed [qualification] and must wait to be retested
4. Does not stay up to date with the latest technological advancements in their field
5. Struggles to learn new forms of technology, such as [example]

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