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Nota di contenuto	Contents; Introduction: How to Use This Book in Order to Save Time and Write Compelling Performance Appraisals; Part I. Performance Appraisal Phrases for Core Competencies and Commonly Rated Performance Factors; Adaptability and Change Management Skills; Attendance and Punctuality (Reliability); Communication and Cooperation; Creativity and Innovation; Customer Satisfaction; Diversity Orientation; Goal and Objective Setting; Initiative; Job Knowledge; Judgment and Decision Making; Leadership; Listening Skills; Managerial Style; Oral and Written Expression; Organization and Planning Skills Personal StyleProblem-Solving Skills and Results Orientation; Productivity and Volume; Professionalism and Grooming/Appearance; Quality; Resourcefulness; Safety; Staff Development; Strategic and Critical Thinking Skills; Supervision; Teamwork and Relationship-Building Skills; Technical Skills; Time Management; Part II. Performance Appraisal Phrases for Particular Titles and Roles; Accounting and Finance; Human Resources; Information Technology; Legal;

Manufacturing; Operations; Sales, Marketing, and Advertising;
Appendixes; Appendix A. High-Impact Verbs to Inspire Your Writing
Appendix B. Essential Adverbs to Get Your Message Across
Appendix C. Common Grading Scale; Appendix D. Index of Particular Titles and Roles

Sommario/riassunto

For managers and professionals who know what they mean-- here's what to say.
