



50 Useful Employee Performance Review Phrases

Attitude and Behavior

A positive attitude is definitely a must for a good work dynamic. However, **it is often one of the trickiest skills to comment on during [performance evaluations](#)**. Here are examples of impactful phrases that will come in handy!

Strengths

1. **Cheerful attitude** and ability to look for the positive in every situation **that benefits the entire team**.
2. Visible enjoyment of the work that **inspires others and keeps morale high**.
3. **Builds an atmosphere of trust with the team** thanks to a steady and positive attitude.
4. Always ready to crack a joke or pay a compliment.
5. Does not shy away from friendly conversations that **help keep the team in high spirits**.

Weaknesses

6. Should work on **learning to accept constructive criticism**.
7. Displays of negative emotion and mood switches **might impact team morale**.
8. Needs to keep negative attitude under control and **express feelings in a healthy way**.
9. Keeps to themselves and **does not seem open** to conversations.
10. Is **easily discouraged** by challenges and gets upset or angry.



While weaknesses should be pointed out to build improvement strategies, you should always **make sure that your feedback to employees is constructive**. If you need help, we have a complete article on [how to share constructive feedback with your employees!](#)

Flexibility and Dependability

Flexibility and dependability often go hand in hand. If your employee has these skills, you should congratulate them accordingly. If you feel that they could improve on these points, it is also crucial that you point it out. Here are our tips to **give valuable feedback and build constructive communication on the issue!**

Strengths

11. Willingness to **excel and help out** on different projects.
12. **Quick to adapt** to different situations and points of view.
13. Ability to **work on different varieties of tasks** efficiently.
14. **Innovative thinking** to handle challenging situations.
15. Is **ready to try on new tools and techniques** in their daily work.

Weaknesses

16. Sticks to traditional methods and **does not like changes of plan**.
17. **Lack of creativity** when the process needs to be changed or improved.
18. **Seems to have no interest in improvement** or new responsibilities.
19. **Seems reluctant to help** other employees and **does not share** input.
20. Appears to be often unavailable and **unmotivated to take on other projects**.

*Speaking of flexibility: **do you use this crucial skill in your day-to-day processes?***

We have [an article on organizational flexibility](#) and why it matters to your success!



Performance and Achievements

[Performance reviews](#) should undoubtedly **focus on employees achievements**.

Whether you wish to **appreciate consistent and high-quality work or solve issues of employee productivity**, here are all the helpful examples of phrases you need!

Strengths

- 21) Meets or exceeds performance goals and **puts value in doing a good job**.
- 22) Contributes to **the success of the team and the growth of the organization**.
- 23) Strives to meet objectives and **constantly improve**.
- 24) **Proud** of their performance and achievements.
- 25) **Wants to excel** in the completion of their projects.

Weaknesses

- 26) **Does not meet expectations** or barely meets expectations.
- 27) **Seems unmotivated** in doing their work and uninterested in achieving their goals.
- 28) **Makes no significant** contributions to team success.
- 29) **Lack of engagement and enthusiasm** for business goals.
- 30) Completes tasks and projects **without passion or creativity**.

*Remember that employee performance issues often come from lack of motivation and engagement. **Our article on [retention strategies](#) will help you solve this problem once and for all. [Feel free to check it out!](#)***



Teamwork and Interpersonal Skills

Collaboration and communication skills should be at the forefront of your [performance strategy](#) when evaluating your workforce. **Promote healthy professional relationships with our list of phrases** that will surely improve team dynamic within your organization!

Strengths

- 31) **Connects and gets along** with coworkers and easily engages in friendly conversations.
- 32) Is willing to **offer help and share ideas** with team members.
- 33) Always ready to **encourage teammates and appreciate their achievements**.
- 34) **Relates** to other employees and is always friendly and polite.
- 35) **Jumps in with useful input** or queries during team meetings.

Weaknesses

- 36) Tendency to **work alone** on projects, which **negatively impacts the workflow**.
- 37) Does not view the workplace as **an environment for exchange and collaboration**.
- 38) Keeps to themselves and **needs to improve teamwork skills**.
- 39) Seems cold or **uninterested in sharing moments or information** with coworkers.
- 40) **Never participates** in team building activities or team meetings.



Highlighting your employees' strengths is key to building a good team dynamic and improving your workplace environment. Here are [helpful tips for employee recognition](#) that will help show your appreciation!

Time Management and Attendance

These may seem like common skills, but **time management and attendance are key assets for your organizational balance**. Don't forget to use these fresh ideas of phrases to highlight these essential aspects during your performance reviews!

Strengths

- 41) Is **always on time** to meetings and **ready to work** every day.
- 42) Respects **deadlines and schedules**.
- 43) Ability to **handle various tasks** and understanding of which one to **prioritize**.
- 44) **Good planning of absences and vacations** and efficient management of timesheets.
- 45) **Focuses** on the tasks at hand and manages their workday efficiently.

Weaknesses

- 46) **Often late** to meetings and to work or **absent throughout the day**.
- 47) **Repeated absences or tardiness** impacts the entire team.
- 48) **Inability to meet deadlines** and stick to the schedule.
- 49) **Difficulties prioritizing and handling different tasks** at the same time.
- 50) Gets **easily distracted and overwhelmed** by their schedule.

Do you struggle with [employee time management](#) in your organization? **From PTO to absences and timesheets, Folks HR is your best tool for improving your workflow! [Book your free demo here!](#)**



Bonus phrases: Progress and Potential

No matter what skill or topic you are covering in your performance review, you should always take the time to focus on your employees' progress and potential.

Nurturing their growth is sure to improve their performance and engagement, and it's also a key component of a good retention strategy! With this in mind, here are a few bonus phrases to conclude your performance reviews on a constructive note.

Strengths

- 51) **Interest in new challenges** and efficiency in overcoming them.
- 52) **Shows great progress** in everyday tasks and **goes beyond expectations.**
- 53) **Ready to learn new skills** and continuously improve.

*Performance reviews should also focus on the future. Show your employees you care about their personal development by **offering them opportunities for [ongoing training!](#)***

Weaknesses

- 54) **Uninterest in professional progress** or improvement.
- 55) **Lack of drive and initiative** unless prompted.
- 56) **Does not try to take on new challenges** and reach their full potential.