



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.



Flexibility and Dependability

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.

Performance and Achievements

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.

Teamwork and Interpersonal Skills

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.



Time Management and Attendance

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.

Bonus phrases: Progress and Potential

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.



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.