



# **3000 Power Words and Phrases for Effective Performance Reviews: Ready-to-Use Language for Successful Employee Evaluations**

*Sandra E. Lamb*

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**A comprehensive yet accessible handbook for writing and conducting meaningful, effective performance reviews, geared toward managers of all levels, from the author of *How to Write It*.**

Performance reviews are one of the best tools managers have to shape company talent and culture, develop strong channels of communication with employees, and create systemic change. In this pithy, user-friendly handbook, author and writing teacher Sandra E. Lamb lays out the best methods and proven tactics to administer productive evaluations that benefit both parties— and the company. Lamb teaches managers how to design scoring systems for employees, prepare for and conduct in-person and written reviews, and use the right key words. Covering both hard and soft skills, this indispensable reference includes lists of powerful words and phrases that clearly describe positive and negative performance. Featuring sections targeted to specific industries and jobs, this guide empowers managers at all levels to master the art of performance reviews that achieve results.

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