

Self evaluation from employee



It's easy to say you can use any performance review phrase, change it to " I" or " me" and be finished with your performance review – but it's not always that simple. You want your phrases to be honest, accurate, but not too harsh. Phrases criticizing performance need to be well balanced. We've compiled a list of hundreds of self evaluation phrases you can use to complete your performance review and receive the high marks you deserve. We've separated the phrases by topical area, then by positive and needs improvement.

Find the right balance to describe yourself and speed up your performance review paperwork. This is part 1 of a several part series on self evaluations. Self Evaluation Sample Templates Writing a great self evaluation during performance review time can be a difficult task. How exactly do I describe my performance in Training or Leadership? We've written 450 self evaluation paragraphs in 30 categories – by exceeds expectations, meets expectations, and below expectations. These paragraphs make completing the self evaluation easy – simply copy and paste into your document. This ebook is available for instant download for \$18. 5. -----

Top of Form Bottom of Form Attendance and Punctuality Self Evaluation Positive Phrases I am a reliable employee who arrives on-time and leaves on-time. My break times are well planned and do not exceed the allotted time. I arrive each day fully prepared to tackle my responsibilities. I am reliable and do not have any attendance problems. I ensure my team adheres to their lunch schedules and breaks. I meet all company standards for attendance and punctuality. I begin each day refreshed and ready for any challenges I will face.

My attention to punctuality has paid off this year, I consistently arrive on time. I start and end meetings on time. I schedule time off well in advance. I am conscientious of others when scheduling time off. Attendance and Punctuality Needs Improvement Self Evaluation Phrases I am occasionally late for work and will improve this area by focusing on showing up on time each day. I need to improve showing up to work on time and keeping a normal work schedule. Over the next year, I'm going to improve meetings so they run to their prescribed time. Some of my breaks may run a little long, but I will improve my schedule.

I will work on taking heavy traffic and weather into account for arrival time. I will continue to work on punctuality. Attitude Positive Self Evaluation Phrases I always try to keep a positive attitude, a smile on my face, and demonstrate how much I enjoy my job. I try to be cheerful to help those around me feel welcome and appreciated. I have an even demeanor through good times and bad. I do this to help others keep their "enthusiasm" - both positive and negative - in check. I have a calm personality to keep an even attitude. I bring a high level of enthusiasm to my job.

I try to always set a good example for the team and be here when they need a lift. I maintain a positive mind-set. Even though we have difficult situations and decisions to make, I maintain a positive outlook. I maintain a positive attitude. I like to build trust with my team by being a positive force on the team, congratulating high performers on successes, and working with those that need assistance to improve. Attitude Needs Improvement Self Evaluation Phrases At times, I can be brisk and to the point. I don't mean to

offer a negative impression, but sometimes I am very focused on the work at hand.

Due to the demanding nature of our business, my team may at times think I am insensitive, but we have to get the job done, on time, and on budget. I am working to improve how I deal with others and customers. Though some may struggle with my personality, I believe I effectively use it to manage my employees. Communication Positive Self Evaluation Phrases I keep managers and coworkers informed of my work progress. I report all necessary information to my coworkers. I am excellent at keeping written information about my assignments and projects. One of my strengths is the use of candor and effective communication with my employees.

One of my core strengths is the ability to immediately connect with someone. I am a very competent communicator. I clearly communicate with my employees and they understand my expectations. I am clearly good at communication as evidenced by my effectiveness in resolving customer problems. At first, communication was not my strongest attribute. However, after a lot of work, I have become a very good communicator. Communication Needs Improvement Self Evaluation Phrases Though some may believe I withhold information from my co-workers, I provide all information as required.

My written communication is great, but I need to improve my verbal communication skills. My verbal communication skills are very good, but I need to work on my written communication skills. I believe I effectively communicate with my fellow team members, but I must improve communication with my management team. Communication is a weakness

which I know I must improve. Creativity and Innovation Positive Self Evaluation Phrases My ability to change direction when required is an asset to the team. I am an innovator at heart - my skill at inspiring new ideas adds a lot to the team.

I have an imaginative personality and am very resourceful in times of need. I have a creative touch in a sometimes normal role within our team. I add an artistic flair to everything I produce which makes my projects much more fun than most. When a major problem arises, I use creative problem solving to look at different sides of an issue I think outside the box when crafting solutions. I demonstrate a key ability to craft creative solutions to problems. I show ingenuity when facing difficult situations. Whenever we need a fresh look at a problem, I try to provide a novel perspective.

I don't rely on common methods to solve a problem, but address each situation with a innovative viewpoint. I constantly search for new ideas and ways to improve efficiency. I create an exciting atmosphere for his team: one in which new ideas are rewarded and encouraged. Creativity and Innovation Needs Improvement Self Evaluation Phrases I find at times that I am more practical than creative in many aspects of my job. Over the next year, I plan on working to improve my imagination at work to think more creatively. Innovation is not at the heart of what I do - I am more of a task oriented person.

There are times when creative solutions are just not called for, but I have a creative mind and have a tendency to go there immediately. Sometimes I have difficulty thinking outside of the box and creating innovative solutions. I plan on improving innovation this year by seeking out new opinions and

ideas. I have a tendency to ask for help from other people more frequently than researching potential solutions and fixes. Customer Satisfaction Positive Self Evaluation Phrases I take great pride in my work with our clients. I skillfully overcome client objections. I consistently receive high marks on my customer satisfaction surveys.

I understand the latitude to ensure customer satisfaction and do everything necessary to retain customers. I am able to handle clients well. I am very good at keeping happy customers and successfully up selling them at the same time. I deal with customer complaints with a calm demeanor. I am very good at handling difficult situations with customers. I work with customers very well. I am very good at dealing with irate customers in a calm and rational manner. I believe no problem is too big that cannot be solved with care and understanding. I listen to our customers and resolves their problems in an agreeable manner.

I understand how to listen to customers and extract those details which make a big difference when dealing with our clients. Customer Satisfaction Needs Improvement Self Evaluation Phrases Sometimes, I do not follow up with customers quickly enough. Though I have some low marks on customer satisfaction surveys, I am working to improve those scores. I continue to work on improving my ability to overcome customer objections. I understand the importance of customer service training, though I do believe I've received enough training to be successful. I am much better about handling telephone customer service than in person situations.