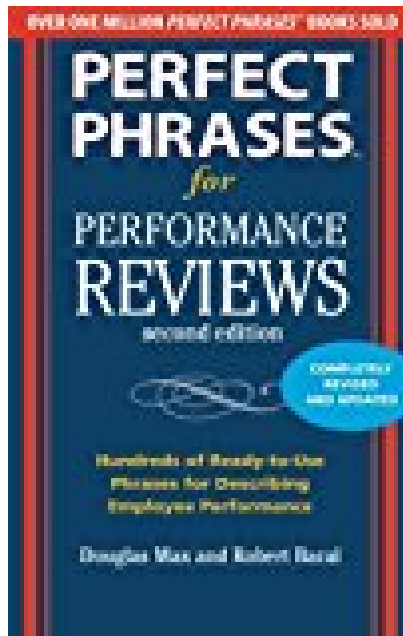


# Perfect Phrases for Performance Reviews 2 E Perfect Phrases Series

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## BOOK DETAILS

- Author : Douglas Max
- Pages : 224 Pages
- Publisher : McGraw-Hill Education
- Language : English
- ISBN : 0071745076

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## BOOK SYNOPSIS

**THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME** The ability to craft an employee review that is meaningful and change-driven is what separates average supervisors from great managers. How often, though, have you struggled to find the most appropriate words for your needs? This completely revised and updated second edition of Perfect Phrases for Performance Reviews provides hundreds of ready-made phrases you can use to clearly communicate any employees performance in 74 different skill areas. Learn the most effective language for: Crafting an accurate, carefully worded assessment Documenting behaviors and accomplishments Guiding and developing promising workers Conducting face-to-face interviews

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