

Sample Phrases for Performance Evaluations

1. Work Ethic

1. Consistently goes above and beyond job expectations.
 2. Demonstrates a strong sense of responsibility and dedication.
 3. Approaches tasks with a “get it done” attitude.
 4. Tackles assignments with persistence and determination.
 5. Rarely needs supervision to stay productive.
 6. Works diligently, even during high-pressure situations.
 7. Maintains a high level of focus and effort.
 8. Sets a strong example for others through hard work.
 9. Demonstrates pride in doing things the right way.
 10. Always gives 100% regardless of the task.
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2. Taking Initiative

1. Volunteers for additional duties without being asked.
 2. Takes ownership of challenges and sees them through.
 3. Proactively identifies and addresses potential problems.
 4. Regularly brings new ideas to the table.
 5. Steps up when leadership is needed.
 6. Doesn't wait to be told—takes action independently.
 7. Acts as a self-starter with minimal direction.
 8. Anticipates needs before they arise.
 9. Finds ways to improve processes on their own.
 10. Looks for opportunities to contribute beyond the job description.
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3. Tardiness & Absenteeism

1. Demonstrates a strong commitment to punctuality.
 2. Frequently arrives early and prepared to work.
 3. Can be relied on to maintain a consistent schedule.
 4. Has an excellent attendance record.
 5. Rarely misses work and always communicates when needed.
 6. Holds themselves accountable for being present and on time.
 7. Understands the impact of attendance on the team.
 8. Maintains dependable availability.
 9. Returns from breaks and lunch on time without reminders.
 10. Approaches scheduling with professionalism and respect for others' time.
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4. Following Through on Assignments

1. Sees tasks through from start to finish.
 2. Delivers on promises with consistency.
 3. Ensures all responsibilities are handled with care.
 4. Never lets important details fall through the cracks.
 5. Takes pride in finishing what's been started.
 6. Follows up on deadlines without being reminded.
 7. Communicates progress clearly and regularly.
 8. Makes sure no loose ends are left behind.
 9. Can always be counted on to complete assignments.
 10. Finishes tasks in a timely and thorough manner.
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5. Following Instructions

1. Listens carefully and follows directions accurately.
2. Clarifies expectations to ensure understanding.

3. Demonstrates attention to guidelines and procedures.
 4. Follows established processes without shortcuts.
 5. Accepts direction and implements it effectively.
 6. Executes tasks exactly as requested.
 7. Responds well to structure and routine.
 8. Asks smart questions to confirm accuracy.
 9. Implements feedback without resistance.
 10. Can be trusted to carry out instructions the first time.
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6. Dependability

1. Always comes through when needed most.
 2. Demonstrates reliability in every assignment.
 3. Can be counted on in urgent and routine tasks alike.
 4. Maintains trust by consistently delivering results.
 5. Shows unwavering consistency in performance.
 6. Is a steady, reliable presence in the workplace.
 7. Doesn't drop the ball, even under pressure.
 8. Builds trust through consistent follow-through.
 9. Proves to be the "go-to" person in critical moments.
 10. Always delivers, even when others do not.
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7. Attention to Details

1. Consistently produces work with minimal errors.
2. Catches small issues before they become big problems.
3. Double-checks work to ensure accuracy.
4. Maintains high standards in all tasks.
5. Notices what others overlook.

6. Pays close attention to even the smallest elements.
 7. Ensures compliance with procedures and protocols.
 8. Demonstrates careful planning and precision.
 9. Delivers polished, error-free work.
 10. Prioritizes thoroughness over shortcuts.
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8. Achievement & Results

1. Consistently meets or exceeds performance goals.
 2. Brings measurable results to the team.
 3. Focuses on outcomes, not just activity.
 4. Sets goals and hits them.
 5. Turns plans into real achievements.
 6. Delivers on key metrics and expectations.
 7. Translates effort into visible success.
 8. Takes pride in reaching (and surpassing) objectives.
 9. Maintains a results-driven mindset.
 10. Measures success by outcomes, not excuses.
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9. Teamwork

1. Works well with others to achieve common goals.
2. Lends a hand without being asked.
3. Listens actively and contributes constructively.
4. Supports teammates and fosters collaboration.
5. Respects diverse perspectives and ideas.
6. Shares credit and celebrates others' wins.
7. Builds strong relationships across departments.
8. Contributes to a positive team environment.

9. Puts the team's success above personal gain.
 10. Bridges communication gaps between team members.
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10. Problem Solving

1. Approaches challenges with a solution-focused mindset.
 2. Thinks quickly and effectively in tough situations.
 3. Offers well-thought-out solutions under pressure.
 4. Doesn't just identify problems—solves them.
 5. Uses logic and creativity to find workable fixes.
 6. Remains calm while troubleshooting.
 7. Offers strategic insights into persistent issues.
 8. Finds innovative ways to overcome obstacles.
 9. Demonstrates sound judgment in complex scenarios.
 10. Turns roadblocks into opportunities.
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11. Communication

1. Expresses ideas clearly and confidently.
 2. Listens actively and responds thoughtfully.
 3. Keeps others informed without being prompted.
 4. Communicates with clarity in both speaking and writing.
 5. Adapts messaging to suit the audience.
 6. Handles tough conversations with professionalism.
 7. Shares important updates in a timely manner.
 8. Promotes open, honest dialogue.
 9. Encourages constructive feedback and collaboration.
 10. Bridges communication gaps and fosters understanding.
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12. Adaptability & Flexibility

1. Adjusts quickly to changes in priorities or plans.
 2. Maintains effectiveness in shifting environments.
 3. Adapts strategies without losing momentum.
 4. Accepts new tasks and challenges without resistance.
 5. Thrives in dynamic, fast-paced settings.
 6. Remains calm and productive during transitions.
 7. Welcomes feedback and applies it with agility.
 8. Sees change as an opportunity, not a setback.
 9. Balances structure with adaptability.
 10. Demonstrates versatility across roles and tasks.
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13. Quality of Work

1. Produces consistently high-quality results.
 2. Pays close attention to craftsmanship in every task.
 3. Holds their work to professional standards.
 4. Demonstrates pride in well-done work.
 5. Takes the time to get things right the first time.
 6. Delivers error-free, polished output.
 7. Balances speed with precision.
 8. Maintains excellence even under tight deadlines.
 9. Continuously looks for ways to improve quality.
 10. Ensures final results exceed expectations.
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14. Time Management

1. Consistently meets deadlines without sacrificing quality.
2. Prioritizes tasks effectively to stay on track.

3. Makes the most of available time and resources.
 4. Stays focused and avoids time-wasting distractions.
 5. Manages multiple priorities with ease.
 6. Is rarely, if ever, behind schedule.
 7. Knows when to say no and when to escalate.
 8. Allocates time wisely between short- and long-term tasks.
 9. Plans ahead to avoid last-minute rushes.
 10. Is always prepared and punctual for meetings and deadlines.
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15. Customer Focus

1. Anticipates customer needs and responds proactively.
 2. Delivers service with professionalism and courtesy.
 3. Builds strong, lasting customer relationships.
 4. Handles complaints with empathy and resolution.
 5. Goes the extra mile to ensure satisfaction.
 6. Understands customer expectations and exceeds them.
 7. Responds promptly and thoroughly to inquiries.
 8. Represents the company's brand with pride.
 9. Always puts the customer first—internally and externally.
 10. Turns difficult interactions into positive experiences.
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16. Creativity & Innovation

1. Offers fresh ideas that drive improvement.
2. Approaches problems with originality and imagination.
3. Challenges the status quo in constructive ways.
4. Brings creative solutions to complex issues.
5. Inspires innovation among peers.

6. Applies outside-the-box thinking to daily tasks.
 7. Combines creativity with practicality.
 8. Encourages brainstorming and new perspectives.
 9. Turns abstract ideas into actionable solutions.
 10. Thinks differently—and makes it work.
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17. Accountability & Ownership

1. Takes full responsibility for outcomes, good or bad.
 2. Owns mistakes and corrects them quickly.
 3. Follows through on commitments without reminders.
 4. Sets high personal standards and meets them.
 5. Doesn't pass the buck—takes initiative to fix issues.
 6. Demonstrates integrity in every action.
 7. Leads by example in personal accountability.
 8. Keeps others informed of progress and setbacks.
 9. Stays focused on outcomes, not excuses.
 10. Holds themselves and others accountable.
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18. Compliance & Safety Awareness

1. Adheres strictly to policies and procedures.
2. Promotes a culture of safety and responsibility.
3. Demonstrates consistent regulatory awareness.
4. Follows safety protocols without shortcuts.
5. Encourages others to stay compliant and safe.
6. Reports safety concerns promptly and responsibly.
7. Takes training and compliance seriously.
8. Maintains accurate and compliant records.

9. Holds self and others accountable for safety.
 10. Protects the company by prioritizing compliance.
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19. Personal Growth

1. Seeks feedback and applies it constructively.
 2. Actively works to improve weaknesses.
 3. Takes responsibility for self-improvement.
 4. Pushes past comfort zones to grow professionally.
 5. Reflects on experiences to learn and evolve.
 6. Welcomes challenges as learning opportunities.
 7. Seeks mentorship and learning resources proactively.
 8. Embraces change as part of growth.
 9. Demonstrates a hunger to learn and grow.
 10. Invests in becoming a stronger contributor.
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20. Professional Development

1. Pursues training opportunities with enthusiasm.
 2. Stays current in industry knowledge and skills.
 3. Takes initiative in learning new technologies or tools.
 4. Attends workshops and applies learnings to the job.
 5. Shares new knowledge with peers.
 6. Sets clear development goals and works toward them.
 7. Views growth as an ongoing process.
 8. Expands professional skillset consistently.
 9. Takes career development seriously.
 10. Continues to evolve as a professional.
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21. Conflict Resolution

1. Handles workplace conflict with professionalism.
 2. Listens to all sides before making judgments.
 3. Finds fair and respectful solutions to disagreements.
 4. Remains calm and neutral in tense situations.
 5. De-escalates conflict without assigning blame.
 6. Encourages open dialogue to resolve issues.
 7. Focuses on solutions rather than personal attacks.
 8. Acts as a mediator when needed.
 9. Maintains positive relationships despite disagreements.
 10. Resolves issues quickly without lingering tension.
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