Continue



```
A fast-paced business world makes it necessary for us to conduct effective performance reviews simply because of our acute need to keep up to date with the exact ease you need. For managers, performance reviews can sometimes be an
overlooked process but in reality, they are some of the most critical parts of the system. Performance reviews offer first-time managers and veterans alike, the opportunity to develop and align with organizational goals and it is essential the review process is supportive enough to provide such a space. So without further ado, here are the best
performance review examples for managers you can find, to make sure your organization is a well-oiled machine! Are You Conducting Your Performance Reviews Effectively? Whether you are a manager reviewing your employees or an employees or an employee offering feedback to their manager, the way you're conducting performance reviews is just as important as
the content of those reviews. There are plenty of incredible performance reviews are integrated into your main communication platform. For those using Microsoft Teams on a daily basis, the best performance review software is Teamflect! With
countless customizable performance review templates, Teamflect users can automate and conduct entire review cycles without ever having to leave Microsoft Teams. We know that reviewing your manager's performance might sound a little intimidating, but trust us, it's essential for the growth and success of your team and organization. In this blog
post, we'll explore some examples of key performance reviews. If you wonder how you write a manager's performance review, let's roll! Key Performance Areas for Manager Performance Review.
Examples Communication Skills The ability to communicate is essential for anyone however as a manager, without the right skillset in terms of communication, leading successfully will not be possible. In that sense, let's take a look at some manager performance review examples. The manager is clear in communicating any information, expectations,
and feedback. They ensure that the team clearly understands their tasks and responsibilities. Actively listens to colleagues, stakeholders, and customers, making sure to actually hear and address their concerns or ideas. The manager provides timely and constructive feedback, ensuring that it is actionable which helps the team to improve performance to actually hear and address their concerns or ideas. The manager provides timely and constructive feedback, ensuring that it is actionable which helps the team to improve performance to actually hear and address their concerns or ideas.
and develop their skills. Shares relevant information openly with the team, fosters trust, and informed decision-making overall. The manager consistently delivers presentations and speaks confidently in meetings, in which they effectively communicate ideas and engage the audience. The manager is clear and concise in their written communication
curating well-constructed reports and documentation. The manager is able to handle tough conversations with tact and consistently ensures that any conflicts are addressed properly and constructively. Team Management Skills A manager is just an employee like all others without their team which is why team management is a crucial skill for all
managers. Managers need to be able to build and lead harmonious teams especially if they are doing remote team management. Those who are successful at this, foster a positive and inclusive work environment that employees thrive in. Let's look at some manager performance review examples with regard to team management skills; The manager
clearly demonstrates the ability to clearly communicate the organization's vision and align tasks with organization as a whole. They make sure to consider both the long and short-term
impacts of their decision-making. The manager always assigns tasks effectively, matching responsibilities with team members' skills and capabilities properly. They don't refrain from providing the necessary support and authority whenever needed. They don't refrain from providing the necessary support and authority whenever needed. They don't refrain from providing the necessary support and authority whenever needed.
and maintaining productivity. Shows flexibility in adapting to changing circumstances, either within the organization or in the industry, including new challenges, opportunities to team members, helping them achieve their career goals and
improve performance, greatly contributing to career growth. The manager is keen on taking responsibility for the team's outcomes, either positive or negative, and leads by example in owning up to mistakes and learning from them. They encourage accountability and a growth mindset by doing so. Problem-Solving Skills Yet another must skill is
problem-solving. With any job and within any team, conflict one way or another is bound to arise and when that happens, the leader of the team must be able to appropriately diffuse and solve the issues at hand. Here are some manager performance review examples considering their problem-solving skills. The manager is able to identify underlying
causes of problems rather than only addressing the symptoms, leading to more effective and lasting solutions to complex problems that arise and think outside the box to find the best outcomes to serve the organization in the long term. The manager makes timely and informed decisions to resolve and lasting solutions to resolve and think outside the box to find the best outcomes to serve the organization in the long term. The manager makes timely and informed decisions to resolve and lasting solutions overall. They develop innovative and effective and lasting solutions to resolve and lasting solutions are solved as a serve the organization in the long term. The manager makes timely and informed decisions to resolve and lasting solutions are solved as a serve than only addressing the symptoms.
conflict, and always considers all relevant information and potential impacts, making data-bassed decisions. They are able to anticipate potential problems before they occur. The manager works collaboratively with the team to resolve issues and is able to leverage diverse perspectives and
expertise. They ensure that problems are resolved completely and follow up on the necessary actions and outcomes to confirm the effectiveness of the resolutions. Reviews past problems and solutions to learn from them and improve future problems and solutions to learn from them and improve future problems.
times for a manager, the main concept behind all of them is the ability to keep operational efficiency and productivity high throughout all of that. In that case, let's consider the following manager performance review examples. The manager can clearly identify inefficiencies and implement process improvements to enhance productivity, reducing any
sort of wasteful effort. Manages all costs effectively and finds various strategies to reduce expenses in a way that ensures no compromise to quality. The management, resource allocation, and process optimization, positively effective management, resource allocation, and process optimization, positively effectively and motivation to put their
best work forth. They ensure consistently that the resources are used efficiently, maximizing the value of all efforts. The manager efficiently leverages technology to streamline operations, and enhance productivity consistently. They track and analyze performance metrics regularly to identify areas for improvement and
measure progress, embodying a growth mindset for the team and organization as a whole. The manager is able to foster a culture of continuous improvement, encouraging colleagues to suggest and implement innovative improvement, encouraging colleagues to suggest and implement innovative improvements, creating a supportive workplace. Tips for Conducting Effective Manager Performance Reviews Conducting
performance reviews can be a challenge for the best of us and when it comes to managers this requires a nuanced approach that can balance constructive feedback with the right encouragement. To ensure you achieve that, we've gathered a couple of helpful tips. Thorough Preparation: Make sure that the manager's previous reviews, goals, and
 feedback that have been given are available to you. This way you'll be able to have a much better view of their overall performance and growth all throughout. Be Specific: Include specific examples to your evaluation as much as possible to pinpoint which areas were strengths and which need improvement. Avoid any vague statements and keep your
focus on observable data-based behaviors. Encourage Self-assessment: Start the evaluation process by asking the manager to review their own performance Review Software: Consider streamlining your processes with a tool such as
Teamflect. With seamless integration into Microsoft Teams, Teamflect will allow you to conduct effective performance reviews, including customizable review templates, and more! Set Clear & Achievable Goals: Make sure to set a clear trajectory when you're creating a
development plan and ensure that the goals set follow the SMART criteria. This way you'll have a plan ahead that provides clear direction and a benchmark for progress. Balance Positive and constructive feedback. This
approach will help maintain motivation and morale whilst opening up the road to growth. Free Manager Performance Review Templates like this one, you can choose to customize the templates available inside Teamflect from the feedback template gallery for an easier feedback process! What should be included in
the manager performance review? While each organization has their own unique performance rating scales, making evaluations differ, there are some common ground for sure. So as you're navigating your review periods, make sure to include the following key components to ensure an effective evaluation period that proves to be fruitful for all
parties. Performance Summary: An overview of the manager's overall performance is a must. Consider including the entire history of their performance so that all progression thus far is clearly laid out and any evaluations are made with a data-based perspective. To help with this, you can refer to performance review summary examples for guidance
on structuring this overview effectively. Strengths and Areas of Development: Specific examples of strengths and points of improvement are non-negotiable. Always highlight each side and keep a balance of both to keep morale high. Goals & Objectives: An evaluation process cannot be completed without a solid foundation for growth and for that you'll
need goals. Set goals and objectives following the SMART Criteria and you're good to go. Team Feedback: A team's feedback is especially essential when reviewing managers. Without the team's input, you won't be able to conduct an evaluation that is thorough and well-rounded. Behavioral Competencies: In relation to team feedback, make sure to
inquire about behavioral competencies to ensure how fit a manager is for their role at that given point in time. Development Plan: Once you have all the data you need, and have set goals accordingly, you'll be setting a development Plan: Once you have all the data you need, and have set goals accordingly, you'll be setting a development plan in place. This will ensure a clear trajectory and a sense of direction, highlighting objectives and checkpoints for the
future. Conclusion In conclusion, manager performance review examples are an essential part of manager performance review examples are an essential part of manager performance, identify areas for improvement, and develop an action plan to achieve success. We strongly encourage you to implement effective manager performance
reviews in your organization. By doing so, you can provide your managers with the feedback and contribute to the success of your organization. Remember, effective performance reviews require preparation, focus on behaviors and outcomes, specific examples and evidence, and collaboration with
the manager. By following these tips, you can conduct reviews that are fair, objective, and effective in driving performance improvements. We hope that this blog post has provided you with the guidance and inspiration you need to start conducting effective manager performance reviews in your organization. By making this investment in your
managers' development, you can create a more engaged, productive, and successful team. Use the best manager performance review examples with Teamlect! In this guide, you'll discover performance review examples that speak directly to your needs—clear, actionable, and refreshingly personal. Whether you're celebrating wins or addressing
challenges, these examples are designed to bring clarity and a human touch to your feedback process. (This post may have affiliate links. Please see my full disclosure) I made this image with AI — Performance review examples are
straightforward and serve as a clear mirror to your work output. Exceptionally consistent in meeting targets. Exceeds expectations with quality results. Demonstrates robust overall performance trajectory. Exhibits high efficiency in work processes. Delivers consistent quality
across projects. Surpasses key performance metrics. Demonstrates proactive initiative. Efficiently manages workload and deadlines. Shows a balanced approach to problem-solving. Maintains excellent work standards. Regularly meets and exceeds goals. Produces high-quality deliverables consistently. Shows commendable resilience under pressure.
Exhibits consistent progress over the review period. Adapts well to changing work demands. Displays a strong work ethic daily. Consistently delivers measurable outcomes. Steadily improves with each project. Aligns performance with organizational goals. Delivers innovative solutions regularly. Excels in multitasking and time management. Maintains
high productivity even under stress. Effectively integrates feedback into work. Consistently exceeds quarterly targets. Sets a benchmark for team performance. Steadily enhances operational efficiency. Balances quality with speed effectively. Delivers reliable outcomes with minimal supervision. Consistently demonstrates professional growth. Shows
strong dedication to work quality. Exemplifies a commitment to continuous improvement. Maintains a high level of performance consistency. Efficiently prioritizes tasks for maximum impact. Produces results that exceed expectations. Stays focused on long-term objectives. Exhibits a proactive approach to challenges. Delivers thorough and accurate
work consistently. Displays a balance of speed and accuracy. Consistently meets performance benchmarks. Delivers reliable work under tight deadlines. Exemplifies a solid understanding of role responsibilities. Consistently supports company goals. Shows a high degree of professionalism. The following performance review examples highlight core
competencies and what employees do best. Exhibits exceptional technical skills. Demonstrates outstanding problem-solving abilities. Possesses excellent communication skills. Exudes a positive attitude at work. Consistently delivers creative solutions. Maintains a
high level of initiative. Exemplifies exceptional time management. Exhibits strong analytical capabilities. Demonstrates a keen eye for detail. Exceeds expectations in quality work. Brings innovative ideas to the table. Delivers work with
exceptional accuracy. Consistently demonstrates a strong work ethic. Exudes a high degree of professionalism. Strong at prioritizing tasks effectively. Excels in high-pressure situations. Exemplifies commitment to continuous improvement. Brings a proactive approach to challenges. Adapts quickly to new processes. Evidences clear problem-solving
skills. Delivers creative and efficient solutions. Maintains composure under pressure. Shows a strong sense of accountability. Demonstrates impressive technical acumen. Quickly grasps complex concepts. Proactively seeks
opportunities to improve. Demonstrates admirable diligence in tasks. Excels at meeting tight deadlines. Exhibits a keen sense of initiative. Shows impressive attention to detail. Is a natural team motivator. Effectively leverages strengths in team projects. Consistently offers innovative ideas. Displays expert-level knowledge in core areas. Exudes
confidence in challenging situations. Demonstrates a commitment to excellence. Shows admirable adaptability in dynamic roles. These performance review examples provide constructive insights. Use them to guide meaningful develop stronger
communication skills. Requires more proactive problem-solving. Could benefit from increased attention to detail. Needs to strengthen teamwork capabilities. Would gain from enhanced technical training. Should work on decision-making speed. Needs to strengthen teamwork capabilities.
strategies. Requires a more structured work approach. Should more effectively. Could improve on multi-tasking abilities. Requires a sharper focus on outcomes. Needs to enhance problem-solving
techniques. Could improve on strategic planning. Requires stronger initiative in tasks. Should work on effective feedback reception. Needs to improve adaptability to change. Could benefit from leadership development. Needs to improve task
organization. Requires a more positive attitude under pressure. Should focus on clearer goal setting. Needs to enhance creative problem-solving. Could benefit from mentoring support. Needs to improve project management skills. Requires better integration into team dynamics. Should work on building stronger professional relationships. Needs to
enhance self-motivation strategies. Could improve decision-making under uncertainty. Needs to be more receptive to constructive feedback. Should focus on continuous learning. Needs to build stronger conflict
resolution skills. Should focus on refining strategic thinking. Needs to adopt a more proactive work approach. The following performance review examples underscore the importance of collaboration. Note how they highlight how well someone gels with the team. Excels in fostering team synergy. Works seamlessly with colleagues. Exhibits a
collaborative spirit. Supports team goals with enthusiasm. Creates a positive team environment. Encourages open communication among peers. Builds strong interpersonal connections. Shows willingness to assist others. Contributes constructively in team meetings. Promotes a culture of mutual respect. Works effectively within diverse teams. Shares
knowledge generously. Values collaborative problem-solving. Enhances team performance with proactive decision-making. Shows empathy in team interactions. Fosters open dialogue among team members. Consistently communicates team
objectives. Aligns individual goals with team success. Is a reliable team player. Champions collaborative efforts. Shows adaptability in team roles. Nurtures a cooperative work environment. Builds trust with fellow team members. Works collaboratively under pressure. Eagerly contributes to group problem-solving. Acts as a bridge between team
members. Supports peers during critical tasks. Motivates team to achieve common goals. Cultivates a sense of belonging in teams. Efficiently mediates team conflicts. Demonstrates a strong team-oriented mindset. Encourages collaborative brainstorming sessions. Is open to diverse perspectives. Drives team productivity with clear communication.
Fosters an inclusive team culture. Ensures every voice is heard. Collaborates effectively across departments. Consistently prioritizes team success. Acts as a catalyst for team innovation. Nurtures strong professional relationships. Enhances collaborates team success. Acts as a catalyst for team innovation. Nurtures strong professional relationships.
examples focus on steering the ship. They capture effective leadership in action. Inspires confidence in team members. Exemplifies strong leadership presence. Guides teams with clarity and purpose. Leads by example consistently. Motivates others to excel. Demonstrates effective delegation. Cultivates a proactive team culture. Steers projects with
strategic insight. Maintains a balanced leadership style. Fosters innovation within the team. Empowers team members to grow. Leads with empathy and understanding. Builds trust through transparent communication. Shows strong decision-making skills. Adapts leadership style to diverse situations. Champions team achievements publicly. Creates
an environment for collaborative success. Handles conflicts with diplomacy. Encourages creative problem-solving. Provides clear direction during challenges. Displays resilience in leadership roles. Exemplifies accountability at all levels. Motivates teams through effective vision setting. Balances authority with approachability. Nurtures leadership
potential in others. Demonstrates strategic foresight. Guides teams through organizational changes transparent feedback from teams. Champions continuous improvement initiatives. Drives team
success with hands-on leadership. Exhibits confidence in making tough decisions. Fosters an environment of mutual respect. Embraces a collaborative leadership in crisis management. Demonstrates a strong vision for the future.
Guides teams with integrity and commitment. Leads transformational change effectively. Displays a strong sense of accountability. Empowers team members to excel independently. Leads by nurturing professional growth. The following performance review examples focus on clarity and impact. Use them to celebrate effective communication.
Articulates ideas with clarity. Communicates effectively with peers and superiors. Exhibits strong verbal communication skills. Writes clear and concise reports. Demonstrates active listening in meetings. Shares feedback constructively. Facilitates open dialogue among team members. Adapts communication style to the audience. Engages in
transparent discussions. Effectively conveys complex information. Maintains a professional tone in all communications. Provides clear instructions to the team. Demonstrates excellent presentation skills. Communications to the team. Demonstrates excellent presentation skills.
communicates expectations. Builds rapport through effective dialogue. Exhibits clear and confident speech. Facilitates constructive group discussions. Adapts messaging to varying contexts. Consistently delivers concise updates. Communicates proactively about challenges. Engages in thoughtful, well-timed responses. Maintains clear, consistent
communication channels. Demonstrates strong negotiation skills. Listens actively and empathetically. Expresses ideas with directness and precision. Creates clear and impactful memos. Delivers succinct, informative presentations with transparency. Provides timely, constructive
feedback. Articulates technical concepts simply. Engages effectively in team discussions. Facilitates cross-departmental communication style. Employs persuasive language effectively. Ensures clarity in written documentation.
Communicates with confidence under pressure. Exemplifies active engagement in meetings. Shows clarity in project updates. Communicates goals with passion and precision. These performance review examples highlight efficiency. Use them to commend punctuality and structured planning. Meets deadlines consistently manages multiple active engagement in meetings.
projects. Demonstrates excellent prioritization skills. Uses time effective planning. Exhibits punctuality in meeting schedules. Manages time with a disciplined approach. Allocates time wisely across tasks. Plans daily tasks with
precision. Demonstrates solid time-blocking skills. Efficiently organizes workdays. Shows consistent adherence to deadlines. Manages time under tight schedules. Adapts quickly to shifting priorities. Optimizes productivity through efficient schedules. Adapts quickly to shifting priorities.
even during peak periods. Demonstrates effective task management. Consistently meets critical deadlines regularly. Exhibits reliable time management. Prioritizes tasks with clear focus. Manages workload with structured planning
Demonstrates excellent scheduling acumen. Keeps projects moving forward on schedule. Efficiently balances quality with speed. Uses calendar tools effectively. Allocates sufficient time management strategies as needed. Organizes tasks to
maximize productivity. Consistently meets project timelines. Exhibits strong self-discipline in time management. Handles high workloads without missing deadlines for tasks. Efficiently integrates unexpected tasks. Balances workload
challenges. Solves problems with a proactive approach. Consistently addresses issues head-on. Demonstrates strong analytical skills. Breaks down complex problems effectively. Applies logical reasoning to obstacles. Exhibits a creative approach to problems effectively. Applies logical reasoning to obstacles. Exhibits a creative approach to problems effectively. Applies logical reasoning to obstacles. Exhibits a creative approach to problems effectively.
 Demonstrates resourcefulness in crisis situations. Utilizes data to inform decisions. Identifies trends in recurring issues. Solves problems with a team-centric approach to challenges. Quickly pivots in the face of obstacles. Develops contingency plans effectively
Employs innovative thinking in difficult situations. Analyzes risks before proceeding. Effectively mitigates potential issues. Adapts solutions to changing scenarios. Solves problems with calm and clarity. Breaks down barriers to find solutions to changing scenarios. Solves problems with calm and clarity. Breaks down barriers to find solutions to changing scenarios.
tactics to overcome challenges. Solves issues with a focus on results. Exhibits resilience when facing challenges. Proposes effective solutions under pressure. Analyzes and resolves conflicts efficiently. Uses strategic thinking to address issues. Adopts a systematic approach to problem solving. Solves problems with consistent follow-through. Evaluates
all potential solutions critically. Consistently turns challenges into opportunities. Applies out-of-the-box thinking. Demonstrates effective troubleshooting skills. Tackles issues with practical solutions. Employs logical analysis for swift resolutions. Displays a proactive problem-solving attitude. Identifies root causes promptly. Implements creative
solutions with precision. These performance review examples celebrate dedication to client service. Use these examples to acknowledge exceptional customer care. Delivers exceptional customer service. Understands and anticipates client needs. Builds strong relationships with customers. Provides prompt and courteous support. Consistently exceeds
customer expectations. Demonstrates a keen focus on client satisfaction. Handles customer relationships a customer relationships dedication to customer care. Fosters long-term customer relationships. Communicates product
value clearly to customers. Understands the customer journey thoroughly. Provides personalized customer support. Engages customer setulons. Delivers follow-up support consistently. Creates positive custome
experiences. Responds to customer needs with urgency. Demonstrates a solid understanding of market demands. Builds trust through transparent communication. Consistently delivers high-value service. Adapts to changing customer requirements. Exemplifies reliability in customer support. Proactively addresses client concerns. Ensures customer
feedback is acted upon. Delivers empathetic support during crises. Communicates solutions with clarity and empathy. Builds customer loyalty through personalized service attitude. Anticipates and addresses customer challenges. Delivers efficient and courteous
service. Ensures customer needs are met consistently. Communicates solutions with clarity and empathy. Strives to exceed customer service standards. Delivers customer service with a smile. Fosters a welcoming atmosphere for clients. Shows commitment to customer service with a smile. Fosters a welcoming atmosphere for clients.
based on client insights. Consistently prioritizes customer experience. These performance review examples emphasize continuous self-improvement. Use these performance review examples to highlight a drive for learning and development. Demonstrates commitment to continuous learning. Pursues
advanced training with enthusiasm. Displays strong dedication to career growth. Invests in skill enhancement consistently. Embraces constructive feedback for growth. Proactively sets personal development goals. Shows a clear plan for career advancement. Demonstrates eagerness to learn new skills. Takes initiative in professional development
 Pursues certifications to enhance expertise. Actively engages in self-improvement initiatives. Sets measurable goals for professional workshops. Takes on challenging projects to learn. Exhibits a willingness to expand skill sets.
Adopts new technologies with ease. Demonstrates continuous improvement in performance. Seeks feedback to refine work strategies. Shows dedication to expanding professional skills. Regularly updates industry knowledge. Embraces learning opportunities in the workplace. Shows initiative in cross-training efforts. Invests in personal and
professional development. Displays adaptability in evolving roles. Seeks challenging assignments for growth. Is committed to lifelong learning. Proactively updates skillset with current trends. Shows resilience in overcoming developmental challenges. Invests time in understanding new methodologies. Takes on additional responsibilities for growth
Sets clear milestones for career progression. Demonstrates consistent self-improvement efforts. Actively participates in industry seminars. Shows ambition in professional pursuits. Adopts feedback for continuous development. Displays enthusiasm for learning initiatives. Consistently pursues skill enhancement opportunities. Embraces new challenges
as growth opportunities. Actively seeks innovative learning methods. Sets strategic career development goals. Shows determination in achieving professional milestones exemples tailored to different performance levels. The examples below
serve as complete (albeit brief) models—from needs improvement to rockstar status—that you can adapt for your evaluations. John has struggled to meet project deadlines and prioritization skills need immediate attention. A structured
development plan has been established to provide additional support and training, with clear milestones to track progress in aligning his performance with team expectations. Jane consistently meets her deadlines and displays solid proficiency in her role. She works well with colleagues and is open to constructive feedback, which has helped her
steadily improve her performance. Although there is room for growth in strategic planning, her consistent contributions and positive attitude have made her a dependable member of the team. Alex is a standout performer who not only meets but frequently exceeds expectations. His innovative ideas and proactive approach have driven significant
process improvements, inspiring and elevating the entire team. Alex's exceptional work ethic and leadership qualities position him as a true asset and role model within the organization. Use these fill-in-the-blank templates to create customized performance reviews. Simply complete the blanks with specific details for each employee. Employee Name
                                                                                                   has significantly contributed to
                                                                  . To further enhance their performance, it is recommended they focus on
                                                                                                                                                                                                                 Employee Name is recognized for their
                                                    will help them reach even greater success. The overall performance rating for this period is
                                                                                                                                                                     . If you're looking for performance review examples to describe yourself, watch this video: YouTube Video by Fellow - AI Meeting Assistant — Performance Review Examples These performance
review examples cut through the corporate jargon and deliver honest, actionable feedback. Whether you're highlighting strengths or pinpointing areas for improvement, these examples have your back. Remember, the best feedback is direct, precise, and, when necessary, a little cheeky. We'll start with a bold statement: We really believe managers
and employees can learn to like the performance review process. Hear us out: When managers and employees universally dread performance review, the problem isn't an attitude thing — it's because they've not been given the actual tools to do them well. This article will take you through some examples of great and not-so-great feedback, and equip
you with a winning formula to run better performance reviews that lead to a high-performance evaluation is an essential part of an effective performance management strategy. It's a two-way process that analyzes your employees' overall performance, an essential part of an effective performance management strategy. It's a two-way process that analyzes your employees' overall performance, and the strategy is a second of the strategy is a second of the strategy. It's a two-way process that analyzes your employees' overall performance management strategy.
identifies successes and areas of improvement, sets goals, and takes a future-focused look at their professional development. Every good performance review questions and criteria that managers use to evaluate employees in a standardized way. Evaluation
phrases: Specific examples of the employee's work that connect their performance and actions to outcomes. New goals: Next steps that guide employees towards self-evaluation, developing new skills and competencies, and setting career goals needed to help them perform at their best. For a complete overview of all things performance review,
download our free ebook, HR's Guide to Performance Review Questions. Standardize Employee Evaluations With Template Questions — this will help you streamline your process, create more consistent feedback, and eliminate the potential for
unconscious bias. Using a customizable performance review template — either for your organization or for each department — will help scaffold more effective manager-employee conversations. The most effective template questions are: Pegged to a clear, consistent set of answers or rating scaleReasonably limited in scopeRelated to specific goals or
job functionsMeasurable, and do not rely on subjective or unclear evaluationsExamples of Good Template QuestionsDoes this employee contribute to the team by communicating constructive feedback and praise effectively? Does this employee contribute to the team by communicating constructive feedback and praise effectively? Does this employee contribute to the team by communicating constructive feedback and praise effectively? Does this employee contribute to the team by communicating constructive feedback and praise effectively? Does this employee contribute to the team by communicating constructive feedback and praise effectively? Does this employee contribute to the team by communicating constructive feedback and praise effectively? Does this employee contribute to the team by communicating constructive feedback and praise effectively? Does this employee contribute to the team by communicating constructive feedback and praise effectively? Does this employee contribute to the team by communicating constructive feedback and praise effectively? Does this employee contribute to the team by communicating constructive feedback and praise effectively? Does this employee contribute to the team by communicating constructive feedback and praise effectively? Does this employee contribute to the team by communicating constructive feedback and praise effectively? Does this employee contribute to the team by communicating contribute to the team by contribute to the team by con
deadlines for projects? Does this employee demonstrate strong interpersonal skills when dealing with customers? When creating standardized template questions, you need to make sure all questions are geared towards specific traits and attributes that enable you to give accurate employee feedback on how well an individual contributes to their
team. In our examples above, you can see how each question focuses on one core trait that relates directly to an employee's role, core competencies, or overall performance. Examples of Bad Template Questions focuses on one core trait that relates directly to an employee good to have on the team? This question feels a little loaded and subjective. This could introduce bias, because it doesn't
describe what 'good' means in this context, leaving it open to interpretation across different managers and departments of your business. Does this employee better the team through attendance and contributions at all-hands meetings, including presentations? This question offers more specificity in terms of what traits are being evaluated, but it
covers far too many topics, making the question unclear. Connect Behaviors and Outcomes With Evaluation PhrasesUnderstanding what makes a good employee evaluation — and being able to formulate your own — means employees have concrete evidence on how they did something well, or what they need to improve. But writing good evaluation
phrases during a performance review isn't just helpful to shape your employees' behavior — it's also helpful for you. In promotion or raise cycles, you'll have a documented record that points to specific examples of how successfully your employee delivered on their work. To shape employee behavior and drive high-performance, evaluation phrases
must:Use specific examples to back up claims. Avoid sweeping language, which reflects a biased impression. Represent a starting point for further discussion. Directly connect an employee's behaviors with their outcomes. Examples of Good Evaluation Phrases Builds supportive working relationships with team members by participating in the
onboarding process and mentoring new employees. Frequently struggles with punctuality in project meetings with coworkers and one-on-one meetings with their manager. Demonstrate adaptability and flexibility in response to changing project
deliverables or priorities. In the examples above, each evaluation phrase connects the action the employee performs to its direct outcome on their performance or organization. This is especially helpful when writing constructive criticism, because it provides a non-judgmental, concrete example of how employees can improve their behavior. Examples
of Bad Evaluation PhrasesBuilds camaraderie and is a team player. Demonstrates a positive attitude. Never demonstrates effective time management. All of these examples — both positive and constructive feedback — offer fairly generic and subjective statements as to an employee's performance. None are backed up with examples or evidence that
point to how the employee acted or the impact of their actions. When writing evaluation phrases, you'll also want to be careful of words like 'always' or 'never'. Not only do they communicate an unlikely extreme, but they may also communicate an unlikely extreme and the communicate and unlikely extreme and the communicate and unlikely extreme and the communicate and unlikely extreme a
employee engagement. Connect Feedback to Future Performance by Setting New GoalsOnce employees have a clear grasp of exactly what they need to improve, setting new performance review process, because it ties past actions to future performance
tells employees which behaviors they need to adjust or continue, and fosters growth and professional development. This will help employees feel supported — rather than downhearted — in improving their quality of work. Effective goals, positively impacting
your future business performance, too. In short, it's a win-win. Goals that effectively drive performance must: Give employees a set of concrete steps to take. Break down larger goals into manageable subgoals where needed. Help employees a set of concrete steps to take.
meaningful and realistic. Be tailored to specific feedback. Examples of Good Goals Book a conference room and practice team presentation. Talk to employees [X] and [Y] about follow-up email scripts and create new templates to warm up Z% more leads this quarter. Focus on improving
the customer experience by maintaining a customer satisfaction score of over X% for the next quarter. Create a shared calendar with due dates, and set reminders to check in two days before big tasks are due. To drive high performance, goals need to be specific, clear, measurable, and action-driven. They should make it evident when an employee has
successfully accomplished a goal — whether the goal is tied to an outcome or a numerical target. In the examples above, each of the goals is designed to help an employee reach a clear target, and is aligned with a specific development need, which encourages greater accountability and self-sufficiency. Examples of Bad GoalsDevelop better
communication skills. Complete tasks on time. Demonstrate a more positive attitude. Effective goals point us to next steps and concrete actions we can take. In the three examples above, the goals are far too broad, and don't fully address what's causing employees to struggle or how to overcome the challenge. This means employees lack enough clarity
over what actions they need to take to improve their performance. Performance Management That Drives Your Organization Forward Effective performance reviews create a runway for employee growth and professional development, and help employees connect their contributions to the bigger picture. But ultimately, we think creating a great reviews create a runway for employees connect their contributions to the bigger picture.
process is far more about the "how" than the "what." Understanding how to evaluate employees fairly and consistently, provide specific employee feedback, and set measurable and impactful goals will give you the tools to foster a company culture where every employee has exactly what they need to perform at their best. Repeating this process
regularly will lead to a workforce that's not only motivated to exceed expectations — but to see your company succeed. Got a review cycle coming up? Here's what you should read to prepare for your performance reviews. —Trusted by 5,000+ organizations globally, Lattice is the leading People Success Platform that enables teams to drive a high
performance, high-engagement culture. Find out more by booking a demo. It's that time of year again—performance review processes are too
infrequent, too biased, and too vague to positively impact employee performance. But that can change. The right approach, delivered continuously, could turn performance reviews from an administrative nightmare everyone dreads to a process that triggers meaningful development. In this article, we explain how to write performance reviews for
managers—the group most likely to boost or hinder the performance enablement is the key to effective manager development. Ditch the outdated annual review and opt for frequent, specific feedback woven into the daily workflow. Data-driven reviews beat gut feelings
every time. Leverage tools like Mesh to gather concrete examples and multi-source inputs throughout the review period for fair, well-rounded evaluations. Feedback that sparks growth is specific, timely, and action-oriented. Equip managers with clear insights on what to keep doing and what to work on, backed by recent examples. Approach reviews
as a two-way dialogue, not a top-down verdict. Share evaluations in advance, discuss them live, and collaboratively set inspiring yet achievable development goals. Jump ahead: Why Conduct Performance Reviews for Managers? Managers are employees too. And unlike software engineers or other individual contributors, they're unlikely to come trained
for the job they have. 82% of managers without any formal training, according to CMI's 2023 Good Management report. I don't know about you but when I have to learn something on-the-job, I require feedback, praise, and redirection to improve. And trust me, you want your managers to improve. A manager's performance has a
trickle-down effect on their entire team which in turn impacts the performance of the entire organization. "Good managers are the difference between projects that get done and those that fail." - CMI 2023 Good managers are the difference between high-performing groups of individuals; between projects that get done and those that fail." - CMI 2023 Good managers are the difference between projects that get done and those that succeed and those that fail." - CMI 2023 Good managers are the difference between projects that get done and those that succeed and those that succeed and those that succeed and those that fail." - CMI 2023 Good managers are the difference between projects that get done and those that succeed and those tha
Managers ReportBut it's not just employee performance that manager is more than enough reason to leave: Given that impact, it's concerning to find that only a quarter of workers feel their manager is 'highly effective' in their
roles. How do we get that number higher? We give managers feedback on their performance reviews. Should Manager Performance Reviews Be Any Different? In principle, no. The only differences will be in the capabilities you judge them against but the evaluation process and the steps you'd take are the same. Here
are some areas you could evaluate a manager on that you wouldn't other employees:Leadership Skills: Managers play a pivotal role in setting the vision and direction for their teams. Their ability to inspire, motivate, and guide team members is crucial. Evaluations should assess how well managers embody leadership qualities and demonstrate
effective decision-making. People Management: Unlike individual contributors, managers are responsible for overseeing the work of others. Performance reviews should consider how managers are often judged by the success
of their team. Evaluations should look at how the manager's leadership has directly influenced team achievements, productivity, and morale. Talent Development: The ability to identify and nurture the growth of team members is a key aspect of managerial effectiveness. Reviews should assess how managers contribute to the professional development
of their employees. Strategic Thinking: Managers typically play a role in strategic planning and execution. Their performance reviews should include an assessment of their ability to align team objectives with the overall goals of the organization. Innovation and Improvement: Evaluations should consider a manager's effectiveness in fostering
innovation within the team and implementing processes or strategies that improve efficiency or quality. Internal and External Communication: Managers act as a bridge between their team and other parts of the organization, as well as external stakeholders. Their ability to communicate effectively in these different contexts should be a focal point of
the review.Decision-Making and Accountability: Managers often make critical decisions that affect their team and the company. It's important to evaluate their decision-making processes and how they take responsibility for the outcomes. Collaboration: The capacity to work collaboratively with other departments, managers, and external partners is
vital. Performance reviews should reflect on how managers facilitate and contribute to collaborative efforts. How to Conduct Performance reviews should reflect on how managers facilitate and contribute to collaborative efforts. How to Conduct Performance reviews should reflect on how managers facilitate and contribute to collaborative efforts. How to Conduct Performance reviews should reflect on how managers facilitate and contribute to collaborative efforts.
the results will be fair, accurate, and helpful. These 6 steps will get you there: Make performance expectations clear to both you and each managerReduce bias by collecting data points from multiple sources Use examples of the employee's behavior to back-up claimsWrite the reviews in a way that resonates without putting
them on the defensiveShare the review async, discuss it face to faceWork with the manager to set development goals - As we explain each step, we'll also explain how a performance enablement tool like Mesh can streamline and enhance performance reviews in your organization. Step 1: Make performance expectations clear to both you and each
managerThe first step in writing a performance review that creates a more effective manager is making sure they don't know what's expected of them from the get go. Managers can't hit a target they don't know exists—and if they do, it's a fluke. You, or whoever is reviewing their performance, also needs to know what these expectations are. The best way
to do that is through documentation. Some organizations use a career framework which outlines capabilities of every role, at every level. This framework templates you can borrow from other organizations and customize to yours. We like
this one built by Lauren Gomes, the current VP of People at Build a Rocket Boy and inspired by JooBee Yeow. You'll also want to make sure goals, OKRs, and KPI's are set in a way that aligns with performance expectations. Step 2: Reduce bias by collecting data points from across the period, from multiple sources Recency bias is one of the greatest
plagues on the performance review process. When asked to review someone's performance review sare completed with the help of data that's been collected across the entire period being
reviewed. You should also ensure they give a 360 view of the manager's performance by seeking multiple viewpoints. This is most easily achieved with a performance enablement platform. For example, with Mesh, you can refer back to feedback and praise given, goals met or missed, and capabilities acquired during the review cycle. The reviewer can
use this data to create a fairer, unbiased review that accurately reflects employee performance. And the Mesh AI coach, Maven, helps individuals write great feedback cycles on Mesh see a ~42% drop in grievance reports on the final feedback reports
Check out how Mesh enables better 360 Performance reviews or read our guide to 360-Degree Reviews here. Related read: 7 Best 360 Feedback Tools for Employee's behavior to back-up claims Vague platitudes like "great job!" or "needs improvement" hold little weight without specifics to
substantiate the feedback. Effective reviews require concrete examples illustrating the employee's actions and impact. That way they know what behaviors to replicate and other data trails generated and saved throughout the
performance cycle. Instead of racking your brain during a review, you can simply refer to these recorded instances, taken from peers and 1:1s over the last 6-12 months as evidence backing up your evaluation points. For example, if assessing a manager's ability to develop their team, you could pull up the feedback conversations where you recognized
 their impactful coaching moments. Or cite a project where their strategic guidance measurably upleveled the team's capabilities. Tangible examples give reviews more credibility and accountability. Step 4: Write the reviews in a way that resonates without putting them on the defensive Managers want feedback, good or bad. 83% of employees really
 appreciate receiving feedback, regardless if it's positive or negative—Workleap's The State of Employee Engagement ReportBut how you frame it can drastically impact whether they become defensive or stay receptive to areas for improvement. Take care to write reviews using language that is objective, empathetic, and focused on actionab
improvements—not demoralizing criticisms. You don't want them to feel their position is at risk, especially if they're a new manager with a lot to learn. Given the slightest criticism could trigger imposter syndrome and low confidence, negatively impacting future performance further. Avoid harsh phrasing like
"you failed to meet expectations" or "your leadership was lacking." InsteadThe goal is to facilitate a growth mindset dialogue about their professional development, not reinforce feelings of being irrevocably judged or criticized. We built our performance platform, Mesh's, to include an AI-coach who analyzes your draft reviews and suggests
adjustments to make your phrasing clearer, more encouraging, and focused on actionable next steps—this means your entire company can worry less on getting the "phrasing" right. If you introduce Mesh to your organization, you'll be able to help everyone write reviews that resonate and drive meaningful impact. But without it, you can still introduce
training that focuses on writing feedback (but that's time consuming and less effective). The performance review process should not be too time consuming. We've heard of employees taking a personal time to complete work, it's unacceptable for it to
take an entire day. It doesn't take a novel to give great feedback, keep yours succinct and to the point. Step 5: Share the review async, discuss it face to faceOnce the performance review has been written, it's time to share it with the manager. Don't ambush them by springing the review on them in real-time. Instead, share the written evaluation
asynchronously ahead of your meeting. This gives them time to thoroughly read and reflect on the feedback without being put on the spot. With Mesh, reviewers can easily submit the review and share it with the manager. They can also set up a dedicated 1:1 video call to discuss it. Having the review in hand helps managers digest the positives and
development points, formulate clarifying questions, and prepare their perspective. The actual discussion should happen face-to-face (or video call). This creates a psychologically safe environment for an open two-way dialogue. You can provide supportive context, they can share their side, and together you can align on the takeaways Step 6: Work with
the manager to set development goals A performance review until this point is all about reflection. But at this stage it needs to change gears and focus on the future. How can the manager move forward to either carry on performing at the level they are or improve their performance and action the feedback delivered? This is something the manager
needs to do with their manager. Together, they can outline specific development goals based on the areas that need improvement. Make these goals SMART (Specific, Measurable, Achievable, Relevant, Time-bound) so they are actionable, not just vague aspirations. Devise a clear plan with concrete steps the manager can take through learning
resources, projects, mentoring, etc. Be sure to get their buy-in on these goals. You want the manager to be just as invested in their progress as you are. With Mesh, you can easily set these goals within the platform for seamless tracking and adjustments over time as situations evolve. The End of Periodic Reviews—Why Your Manager Performance
Evaluations Should Be ContinuousSeven years ago, Gallup's 'Re-engineering Performance Management Report showed only 29% of employees strongly agreed they were accurate. We don't have an update on those numbers, but any organization following traditional performance management
processes will be seeing a similar distrust in performance reviews. It's why the world of HR is still talking about redesigning performance reviews today: Traditional annual or semi-annual reviews suffer from several flaws that undermine their effectiveness and credibility. That's why they've started to be abandoned by forward-thinking
organizations. What are those flaws pushing organizations away? Namely:Recency bias: Evaluations based on memory tend to overemphasize recent events while overlooking important contributions from earlier in the review period.Limited data points: Infrequent reviews rely on a narrow slice of information that may not represent the employee's full
performance spectrum. Lack of specificity: Vague feedback without concrete examples leaves employees unclear on what behaviors to continue or change. One-way communication: Top-down evaluations can feel like a verdict rather than a constructive dialogue about growth. Disconnect from day-to-day work: Periodic reviews often feel detached from
the realities and rhythms of employees' actual job responsibilities. Solving those flaws is simple. Feedback on performance needs to feed into the day-to-day work life of your people, you're giving them the tools they need to adjust their performance
in real-time and take steps to develop capabilities they're lacking in the moment of need—not six months to a year later. With tools like Mesh, managers and employees engage in regular check-ins to align on priorities, discuss progress, and adjust in real-time. And feedback is collected from multiple sources throughout the year, creating a rich
tapestry of performance data. This ongoing dialogue and data collection bring several benefits: Timely insights: Continuous feedback allows for course-correction and improvement in the moment. Comprehensive views: Drawing from diverse data points over time paints a more accurate, well-rounded picture of performance. Clarity and specificity:
Frequent discussions and timestamped examples provide tangible guidance on what to keep doing or do differently. Collaborative growth: Ongoing two-way conversations create a partnership mindset focused on employee development. Integration with work: Performance enablement becomes a natural part of the workflow, not a separate
administrative task. Continuous employee performance enablement is even more vital for evaluating managers. As leaders, their actions (or inactions) have ripple effects across entire teams. Waiting for an annual review to address managerial missteps or missed opportunities can be costly. By consistently gathering feedback from their direct reports,
peers, and own manager, organizations can identify and resolve leadership issues before they fester. They can also spot and reinforce positive managerial behaviors in a timely way. Manager Performance Review Examples - How to Give Better Feedback Continuously Effective performance reviews for managers hinge on the guality and regularity of
feedback provided. Vague, infrequent, or overly critical comments do little to drive growth and engagement. In contrast, specific, timely, and balanced feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does strong managerial feedback can be transformative. But what does not consider the feedback can be transformative. But what does not consider the feedback can be transformative. But what does not consider the feedback can be transformative. But what does not consider the feedback can be transformative. But what does not consider the feedback can be transformative. But what does not consider the feedback can be transformative. But what does not consider the feedback can be transformative. But what does not consider the feedback can be transformative. But what does not consider the feedback can be transformative. But what does not consider the feedback can be transformative. But what does not consider the feedback can be transformative. But what does not
deftly navigated the heated discussion around project priorities. You listened actively to each perspective, validated concerns, and guided the group toward a collaborative solution. This showcased your emotional intelligence and facilitation skills." I appreciated your proactive communication this week about the potential roadblocks in the Q3 product
launch. Flagging the issues early gave us crucial time to adapt and iterate. Moving forward, I'd encourage you to also propose some initial solutions when raising problems to drive momentum.""Your presentation to the executive team was well-structured and data-driven. Your clear slides and confident delivery secured buy-in for the proposed
initiative. One area to work on is anticipating likely questions and preparing responses in advance. This will boost your ability to address executives' concerns in the moment.""I wanted to acknowledge your stellar work navigating the recent client escalation. Your calm demeanor, empathetic listening, and creative problem-solving turned a tense
situation into a win. One suggestion for the future: loop in relevant internal stakeholders earlier in the process. This can provide additional perspectives and resources to resolve issues more efficiently.""I noticed in the recent project post-mortem that few team members spoke up with their insights. It might be worth reflecting on how to foster a safer
environment where everyone feels comfortable sharing candid feedback. One idea is to start the meeting by emphasizing the goal of learning, not blaming, and model vulnerability by sharing your own areas for improvement.""While your technical expertise is invaluable, there have been instances where diving too deep into the details has derailed
strategic discussions. Consider delegating more granular problem-solving to your team leads. This will empower them to take ownership while allowing you to focus on higher-level strategy and cross-functional alignment.""I've observed some inconsistency in how performance expectations are communicated across your team. It's important that all
team members have a clear understanding of their goals and receive regular feedback. Let's discuss how you can establish a more standardized approach to setting objectives and providing coaching to level the playing field."Notice how these examples are: Specific: They reference concrete situations and behaviors rather than vague
generalities. Timely: They provide feedback soon after the relevant events occur, not months later. And forward-looking: They include guidance on how to apply the feedback going forward. Consistently providing this caliber of feedback going forward. Consistently providing this caliber of feedback going forward.
nudges to prompt managers and employees to take action. The actions range from tracking goal progress and booking in their next 1:1 chat through to giving timely feedback. By leveraging Mesh's nudge technology, organizations can build a culture of continuous high-quality feedback that accelerates manager development. Frequent bite-sized inputs
add up to robust performance reviews backed by concrete examples. The result is fairer evaluations, more targeted coaching, and ultimately, more effective leaders. See how Mesh can transform the performance review process in your organization, make feedback continuous, and enable better performance in managers and employees. Book a demo
today. Performance Reviews for Managers - FAQsHave more questions about performance reviews for manager? When writing 360 feedback for a manager? When writing 360 feedback for a manager? When writing 360 feedback for a manager to the manager? When writing 360 feedback for a manager?
expectations of their role and judge them against those. Pull from multiple data points to inform your ratings. Use clear examples to illustrate your points. Balance highlighting strengths with identifying areas for improvement. Frame developmentals as opportunities for growth, not personal attacks. Performance reviews are made easier and more
effective with tools like Mesh, a performance enablement platform. Book a demo to see it in action. What is an example of a good manager review? A strong manager review is fair, factual, and focused on core competencies. For example is a good manager review is fair, factual, and focused on core competencies.
while providing helpful quidance as needed. An area to explore further is coaching team members more proactively on their individual development goals. In Q2, Sarah's team launched Product X on time and 5% under budget. She adeptly managed risks to keep the project on track. Sarah also hired 3 strong senior engineers to expand the team's
capabilities. Constructive feedback from peers indicates an opportunity for Sarah to share updates more regularly with dependent teams. "How do you evaluate your manager's performance? It's always difficult to evaluate a superior specifically safe. But it's important to help them improve and they
should appreciate the candor. Assessing your manager's performance involves gathering data from your own experiences, their deliverables, and feedback from others. Here's how you can evaluate your manager's performance involves gathering data from your m
concrete examples of what they do well and where they could improve. Seek out 360-degree feedback from their direct reports, peers, and own manager to get a comprehensive view of their performance and impact. Employee feedback is essential for managers to develop leadership and team performance. It offers valuable insights into your
manager's strengths and weaknesses. It helps you foster a culture of continued improvement, resulting in higher engagement and better team outcomes. There is a sense of improved communication and engagement,
increased empathy, and better emotional intelligence. It helps improve how your manager to make it more professional, constructive, and actionable. Why Writing a Performance Review for Your Manager
MattersKnowing how to write your manager's performance review could be a key to their advancement and team success. This review system provides your managers with practical feedback to help them better understand what they are doing well and where they need to improve. A deeper understanding of this area helps your managers focus on
improving their roles and fostering their growth as leaders. Here are some key benefits of writing your manager's performance review; Encourages open communication and transparency, Helps managers improve leadership, decision-making, and team engagement. Creates a culture of continuous improvement and mutual respect. Managers who
receive constructive feedback are more likely to adapt and improve. Key Elements of a Strong Manager Performance Review A strong manager's performance review program is focused more on clear expectations and constructive feedback. It should always be a two-way communication process emphasizing understanding their strengths and
weaknesses as team leads. This understanding is crucial for your manager to set their actionable goals and work on their continuous development as a leader. Here are some key elements for how to write a performance review of your manager: Be objective and factual: Avoid personal bias and focus on performance. Use specific examples: Illustrate
feedback with real situations and outcomes. Balance positive feedback and constructive criticism: Highlighting both strengths and areas for improvement. {{cta-1}}How to Write a Performance Review for Your Manager in 5 StepsTo achieve consistency
in writing a performance review for your manager, start with a repeatable process. A well-structured performance evaluation system ensures your reviews are fair, subjective, and focused on what matters. Here are five easy-to-follow steps on how to write a performance review for your manager: Step 1: Start with an Overview of Their
Leadership Your first step in writing a performance review for your manager includes evaluations directly impact your manager includes evaluations directly impact your manager includes evaluations to help you in
this section: What leadership qualities does your manager exhibit? How do they support the team's overall performance? What is their management style, and how does it impact the team's overall performance? What is their management style, and how does it impact the team's overall performance? What is their management style, and how does it impact the team's overall performance? What is their management style, and how does it impact the team's overall performance? What is their management style, and how does it impact the team's overall performance? What is their management style, and how does it impact the team's overall performance? What is their management style, and how does it impact the team's overall performance? What is their management style, and how does it impact the team's overall performance? What is their management style, and how does it impact the team's overall performance? What is their management style, and how does it impact the team's overall performance? What is their management style, and how does it impact the team's overall performance? What is their management style, and how does it impact the team's overall performance? What is their management style, and how does it impact the team's overall performance?
Feedback on CommunicationConstructive feedback is a prominent way of sharing what you feel your manager should improve as an individual leading your team. To truly invest in a culture that values upward feedback, you should feel comfortable expressing it to your manager. After all, we all make mistakes and learn from them. Sometimes,
constructive feedback could be tricky, such as addressing team conflicts or the harmful behavior of a particular teammate. Regardless of what feedback you have for your manager, use concrete examples to present your case. Here are some questions and examples to help you around: Does your manager communicate clearly and effectively? How well
```

do they handle team meetings, updates, and expectations?Do they listen actively and address concerns promptly?Example:"While my manager communicates well in team meetings, more one-on-one check-ins would help address individual concerns."Step 3: Evaluate Their Decision-Making & Problem-Solving SkillsEvaluating your manager for their

```
decision-making and problem-solving skills could be the next daunting step. It is essential when your manager is climbing the senior manager for their productivity, work quality, and punctuality to assess their leadership traits. For decision-making, understand how they manage your team, what their peers and team
think about working with them, and how well they handle complex scenarios. Here are some questions and examples to help you around: How does your manager handle challenges and make decisions when appropriate? Example: "My
manager is decisive and solution-driven, but involving the team in major decision-making could enhance collaboration and ownership. "Step 4: Assess Their Support for Employee Growth & Development is also crucial for providing him or her with
upward feedback. You can do this by evaluating the output efficiency of your team's objectives and goals. Keep track of it either annually or semi-annually. Productivity metrics like project completion rates and work quality could offer a holistic picture of how effectively your manager maintains your team's momentum. Here are some questions and
examples around this section: How does your manager support professional development? Do they provide mentorship, feedback, and career guidance? Are there opportunities for training, upskilling, or career advancement? Example: "My manager actively encourages career growth by assigning challenging projects, but more structured mentorship
would help junior employees. "Step 5: Highlight Areas for Improvement & Suggestions for Growth Last but not least, the steps of writing a performance review for your manager include highlight Areas for Improvement. A manager should be outcome-oriented with realistic objectives. Evaluate the areas you feel your manager needs to improve. It
could be as simple as evaluating your manager when managing your team. Here are some questions and examples around this section: What specific areas could your manager improve in? How can they enhance team collaboration and engagement? What practical suggestions would help them be a better leader? Example: "While my manager is great at
motivating the team, more frequent recognition of individual contributions could boost morale. "Sample Manager Performance review for your manager examples. It provides valuable insights into a fair, consistent, and effective
performance evaluation approach to streamline how you are being led. Here is one such example Feedback Leadership & Team Management "Encourages collaboration and problem-solving within the team." Communication "Clearly explains goals, but could improve in providing regular updates." Decision-Making
 "Makes well-informed choices but could involve the team more in discussions." Employee Development "Supports growth opportunities but could further improve by refining delegation strategies." Common Mistakes to Avoid When Writing a Performance Review for
Your ManagerUpward performance reviews could be anxiety-inducing, especially if it's your first time. As you walk into the room for your performance discussion, your heart might start racing, and your palms may get sweaty. Here are some cheats to avoid common mistakes when writing a performance review for your manager: Being overly vague
Always provide specific examplesOnly focusing on negative feedback Effective Pour Feedback Effective feedback Effective feedback to your manager is one of the crucial
steps in writing a performance review for your manager's examples. Being specific, focusing on objectives rather than the person, and using specific examples are helpful in such scenarios. Here are a few tips on effectively delivering your feedback to your manager: Be respectful and diplomatic: Even critical feedback should be solution-focused. Use
"I" statements: Example: "I feel that more one-on-one check-ins would be helpful."Keep the review goal-oriented: How can your manager improve and lead better?Use anonymous feedback if necessary: Many companies provide confidential review options. Klaar makes performance reviews simple, structured, and constructive with customizable
feedback templates and real-time guidance.Improve performance reviews todayWith Klaar, you can share anonymous, structured performance reviews that help managers improve while ensuring a positive work culture.Try Klaar nowManagers are your organizational backbone. They are instrumental in driving your team's success by aligning your
individual and team's goals with the organization, delegating tasks to subordinates, and fostering a productive and engaging work culture. Effective performance reviews for managers hinge on your feedback's quality and regularity. This five-step process on how to write a performance review for your manager is helpful in such scenarios. Use these
templates to create unique and engaging manager's performance review discussions for managers. This list not only gives you examples and tips on constructive criticism for managers but also covers all the
different nuances of giving feedback to your manager. While it might be intimidating to have to come up with constructive feedback for your boss, it is a great way to ensure your workplace keeps heading in a positive direction. Believe it or not if you highlight your manager's areas of improvement in a constructive way, you just might find that those
areas, improve! Before we get to all the examples of constructive feedback to managers, here is a quick question: What if you don't want to scroll all the way down to go through the feedback examples in this article, we built a feedback
generator that lets you generate the perfect piece of constructive feedback for your manager? It his a skip-level feedback for another manager? Then select the area you want to generate
constructive feedback examples on and you are good to go! 18 Constructive Manager on Communication skills are often at the top of the list. A managers ability to communicate effectively is essential for team
cohesion as well as success in projects. That is why constructive feedback to manager on their communication skills should always be welcome. Manager feedback examples on this area could include suggestions on having more one-on-ones with direct reports as well as offering more clear and regular updates on project statuses. Here is an example
of what to tell your manager to improve on: "Your communication during team meetings is clear, but it would be helpful if you could provide more regular updates on project statuses to keep everyone aligned." 2. Manager Feedback Example on Leadership Style: One of the most obvious areas where a manager can receive feedback. Providing
constructive feedback to a manager on their leadership can help them empower their team more effectively. Feedback for a manager might include encouragement to delegate responsibilities to foster skill development. Constructive criticism for managers in this area helps them understand how their leadership can evolve to better support their
team. "Your leadership is inspiring. To further empower the team, consider delegating more responsibilities to help us grow and develop our skills."3. Constructive Criticism for Manager about their Feedback properly is an important strength
for a manager to have. A manager who is regularly overly critical of their team can damage that team's morale and consistent feedback skills. "I've noticed that feedback sessions
can sometimes feel overly critical. It might be more effective to focus on constructive criticism, highlighting both what was done well and what can be improved."4. Manager Feedback Example on Performance Management: Effective performance management requires ongoing feedback and support. Constructive feedback for a manager on their
performance management practices might suggest more frequent, informal check-ins to reduce stress during formal reviews. So when you are writing a review for your manager, you could focus on the benefits of continuous performance discussions to maintain a motivated and high-performing team. "Your feedback during reviews is very detailed
 Incorporating more frequent, informal check-ins could keep performance discussions ongoing and less stressful."5. Example of Constructive Feedback to give your manager can include suggestions for setting up a
mentorship program to foster further development. Constructive feedback to managers on creating opportunities for growth helps build a more skilled and satisfied team. "I value the opportunities for growth you've provided. It might be beneficial to set up a mentorship program to foster further development." 4. Manager Feedback Example About
Team Dynamics: Building teams with strong dynamics is an essential part of ensuring a workforce that collaborates seamlessly. When offering constructive feedback to your manager on this issue, coming up with suggestions such as teambuilding activities and cross-functional teams is always a plus! "The team could benefit from more collaborative
projects. Organizing team-building activities might enhance our teamwork and communication."5. Constructive Feedback Example on Flexibility are vital. Feedback to give your manager might include involving the team in decision-making during changes to improve alignment
and buy-in. Constructive feedback for your boss can focus on enhancing team participation in adaptive processes. "Your flexibility in handling changes could improve overall alignment and buy-in." 6. Feedback for your boss can focus on enhancing team participation in adaptive processes. "Your flexibility in handling changes is appreciated. Including the team in decision-making during these changes could improve overall alignment and buy-in." 6. Feedback for your boss can focus on enhancing team participation in adaptive processes. "Your flexibility in handling changes is appreciated. Including the team in decision-making during these changes is appreciated. Including the team in decision-making during these changes is appreciated. Including the team in decision-making during these changes is appreciated. Including the team in decision-making during these changes is appreciated. Including the team in decision-making during these changes is appreciated. Including the team in decision-making during these changes is appreciated in the team in decision-making during the team in decision-mak
in the workplace is an absolute necessity for any manager. That is why input from employees can be quite beneficial. So here is an example of constructive criticism for managers on this very topic: "It's great that you hold us
accountable for our tasks. Establishing a clearer process for tracking responsibilities might ensure nothing falls through the cracks."7. Constructive Feedback Example About Innovation: Encouraging innovation and creativity can be the driving force behind a team's success. So if you have any ideas or feedback to offer to your manager on how you can
foster creativity and innovation among the team, then you shouldn't hesitate to share it with your manager. So here is a constructive feedback example to help you!."I appreciate your support for new ideas. Creating a structured platform for sharing innovative thoughts could encourage more creativity within the team."8. Manager Feedback About
Being Empathetic: Empathetic leaders are better equipped to recognize and address the needs and concerns of their team members, leading to increased morale, productivity, and overall job satisfaction. Constructive feedback on empathy encourages managers to develop this essential skill, ultimately benefiting both individual employees and the
organization as a whole. "When giving feedback, considering the perspective and feelings of team members can make a big difference. A more empathetic approach might help in building trust and openness." 9. Example of Feedback to Manager on Conflict Resolution: Conflict Resolution is a skill that every manager should have in their bag of tricks.
After all the modern workplace is an environment that is very susceptible to sudden conflicts with professionalism. Training the team on conflict resolution techniques could empower us to resolve issues independently."10. Manager Feedback
Example on Work-life BalancePromoting work-life balance is essential for employee well-being. As the boundaries between office and personal hours keep blending work-life balance in the organization can actually make your life a lot
easier. "Your focus on work-life balance is commendable. That being said I have noticed some people feeling the need to take time out of their personal schedule in order to complete weekly tasks. Perhaps we could make some adjustments on how we distribute workload."11. Feedback to Manager about Transparency: Transparency builds trust within
the team. Constructive feedback to managers on transparency can focus on more proactive communication about changes and updates. Giving constructive feedback to your manager on transparency can focus on more proactive communication about changes
and updates could prevent potential confusion among the team."12. Constructive Feedback Example on Goal Setting: Nothing unites a team and drives performance like goals that have been set properly. Whetherr you are going for SMART goals, testing out OKRs, or using a cascading goals structure, goal clarity results in alignment organization-
wide. That is why it is key to offer your manager constructive feedback on this issue if there are any lapses. Constructive feedback for your boss on their goal-setting methodology can improve goal alignment and team motivation. "Setting clear goals has been helpful. Involving the team in the goal-setting process might enhance commitment and
alignment."13. Example of Manager Feedback on Recognition and Appreciation: Consistent employee engagement strategies in today's landscape. That is why if you are feeling like y
rewards program, you should be comfortable in relaying this constructive feedback to your manager. "Your recognition program could further boost morale and motivation." 14. Manager Feedback Example on Decision-Making Skills: Effective decision-making is a must-have competency for any
leader. Feedback to a manager on this issue could include incorporating diverse perspectives in the decision-making process. Constructive criticism for managers on their decision-making process might lead to more well-rounded outcomes. "Your decision-making diverse perspectives in the decision-making process might lead to more well-rounded outcomes."
well-rounded outcomes."15. Constructive Feedback for Managers on Time Management is essential for productivity. When giving constructive feedback to your management is essential for productivity. When giving constructive feedback to your manager, you might want to include topics such as effective time management strategies, and being more open to communication so the team is more in sync. "You
manage your time well. Sharing your time management strategies with the team could improve our overall productivity."16. Manager Feedback Example on Delegation doesn't just remove the workload off the back of the
manager. It also creates a culture of empowerment where direct reports are trusted! "Delegating tasks effectively helps us grow. Providing more feedback to Manager Example on Following Up: While many leaders often offer feedback to their employees, following up on that feedback to Manager Example on Following Up: While many leaders often offer feedback to their employees, following up on that feedback to Manager Example on Following Up: While many leaders of the offer feedback to their employees, following up on that feedback to Manager Example on Following Up: While many leaders of the offer feedback to their employees, following up on that feedback to Manager Example on Following Up: While many leaders of the offer feedback to their employees, following up on that feedback to the offer feedback to the
isn't as common a practice. If your manager isn't following up on the feedback on this very issue. "Following up on feedback given would help ensure that the necessary improvements are being made. It would also show that you are invested in our development." 18.
Constructive Feedback on Diversity, Equity and Inclusion PracticesPromoting diversity, equity, and, inclusion is crucial for a respectful workplace. Especially in today's climate where people are trying to disregard the E in DEI, this topic is more important than ever. Constructive feedback to managers might be centered around regular training or
inclusivity. Feedback for a manager in this area can enhance understanding and respect for different perspectives within the team. "Your efforts in promoting diversity are commendable. Regular training on inclusivity could enhance our team's understanding and respect for different perspectives." Make Use Of Feedback Software In one of our
constructive feedback examples above, we talked about how the way you give feedback is just as important as the "What?" when we're talking about constructive feedback examples in the workplace. Your feedback needs to be to the point, accessible, kept track of, and most
importantly, in the flow of work! This is where employee 360 feedback software in a list previously! That being said if you come from an organization that uses Microsoft Teams on a daily basis, and your search for constructive feedback examples has brought you
right here, then there is one incredible employee feedback tool for Microsoft Teams that you absolutely need to check out: TeamflectTeamflect is an all-in-one performance management software with an absolute unit of an employee feedback module. Being capable of conducting anything from pulse surveys to 360-feedback-to automated
review cycles, one of Teamflect's most unique selling points comes with its complete Microsoft Teams integration. If your company is using Microsoft Teams, Outlook, Notes, or other MS Office tools, then Teamflect is the way to go. Teamflect is the way to go. Teamflect is the way to go. Teamflect is designed with continuous feedback as easy as a single click. This is the way to go. Teamflect is the way to go. Teamflect is designed with continuous feedback at heart, making the exchange of feedback as easy as a single click.
simplicity and ease of use ensure that organizations using Teamflect can easily implement a culture of constant feedback. Some key features include but aren't limited to: How To Use Feedback Software Inside Microsoft Teams? We can't go on and on about the benefits of using feedback software without showing you just how the whole feedback
process works inside Microsoft Teams. So in this section, we will be going over how you can use the best 360-degree feedback ModuleWhie Teamflect's Feedback M
as a hub where you can access and work on all the feedback you've received. By simply clicking the "New Feedback" option, you can easily start asking for or giving out quality feedback. This hub is also where you can send reminders on previous feedback requests, conduct self-assessments, and so much more! Step 2: Select a feedback
templateTeamflect has an extensive library of customizable feedback template of your own with options for various feedback template and use it as it is, create a feedback template to fit your needs!Once you've chosen your template, you can start giving
feedback right then and there! Optional Step: 360-Degree Feedback while 360-degree feedback is always a great option it is often seen as hard to practice since it has a lot of moving parts. Teamflect Simplifies the whole process with 360-degree feedback features that let users request feedback on behalf of themselves or others from direct reports
superiors, peers, or external parties. Optional Step: Summarize feedback with AIIf you've received more feedback you can handle during a certain period, or if you simply want the cliff notes version of some of your strengths and weaknesses, you can simply click the button shown below to summarize your feedback using Chat GPT. What to be carefu
about when giving feedback to your manager? Offering feedback to your boss can be like walking on a tightrope. This is because while it is necessary for organizational health and personal development, it comes with risks. The trick is to handle the situation circumspectly. To commence, take into account when and where you give your feedback.
Meeting your manager unexpectedly in the hallway or raising issues in front of others is not advisable. Instead, make an appointment for a momentous discussion when neither of you are busy with anything else. This indicates that both the time and position of your boss are respected, and gives room for an effective conversation to take place. This
matters most, your style and tone toward the matter at hand. It should be kept in mind that the aim here isn't criticism or letting off some steam but bringing about positive change. State your observations as suggestions instead of grievances. Rather than accusing someone, employ "I" statements that say how these conditions impact you or what you
do. For instance, 'most times our weekly meetings run over time which makes me find it difficult to complete my tasks in the afternoon' is more constructive than saying 'you always prolong our meetings'. Equally important is to come with specific instances and if possible solutions. Giving a vague feedback is not very useful and may sound like an
unfounded criticism. In this way, you are showing that you are not just pointing out problems but actively working towards improving the work environment. Also, keep in mind the broader context of your company culture and some offices follow strict hierarchy rules than others and some
managers are more receptive to suggestions from their subordinates than others. Perhaps, you could ask your manager if they welcome ideas about how teams can work better or styles of communication. Finally, reflect on your position and perspective too. Are there things you could have done differently? Could there be any other information which
could give a different meaning? Such self-awareness and willingness to grow makes the feedback to your manager? Giving feedback to your manager? Giving feedback to your managers is especially crucial because it cultivates a space of open communication and trust in
an organization. It allows your workforce to see that your company is living up to the promise of continuous growth and is committed to it. On the managers' side, feedback helps leaders see their decision-making and strategizing style in a way that illuminates team dynamics, and their impact. More importantly feedback highlights what's working and
what is not working with their leadership. In that sense, it empowers the workforce to be heard and strengthens the chances for long-term success in an organization. Examples of what to tell your manager to improve on There are several different ways you can communicate how you're viewing and are impacted by your manager's leadership. For
example, if you're considering their communication you could give feedback saying, "It would be really helpful for the team if we could get more timely feedback, that way we could avoid last-minute adjustments." Or if you were to provide feedback, that way we could avoid last-minute adjustments. "Or if you were to provide feedback, that way we could avoid last-minute adjustments." Or if you were to provide feedback, that way we could avoid last-minute adjustments.
motivate the team.". A few other ways to give feedback could include; "More one-on-ones would help ensure that everyone feels supported within the team more autonomy would help us grow and take ownership more. "How do you write
negative feedback for a manager? It is vital for a person to be frank but diplomatic when drafting a negative feedback on his or her boss. To this end, start by describing the issue as it impacts on your work or the team's performance and avoid personal criticism. Give specific instances of what you mean instead of generalizing or using emotional
 words. For example, instead of saying "You're always disorganized", you can say "I have noticed that project deadlines are often unclear which causes confusion among the team." In addition, make positive recommendations alongside your negative comments so that it appears like you're really interested in solving problems. Another thing that is
important here is recognizing some good things about how he has led you before pointing out areas that need to change. Do not forget to use a professional tone and concentrate it on behaviors than traits because these can be altered over time. Eventually, one should aim at having an effective conversation which will end up with better results rather
than airing complaints. What is good constructive feedback? When feedback is constructive, it can be a powerful resource for growth and progress. This means that it is much more specific, action-oriented, and focused on the behaviors or outcomes rather than personal attributes. In order for feedback to be effective, it should provide clear examples of
what was done well or needs improvement such as how these actions impacted the team or company. Furthermore, it should be timely i.e. given as close to the event as possible and in a respectful, empathetic way. Good constructive feedback combines positive observations with areas for development using "sandwich" technique; whereby one starts
with positive comment, discusses the issue then ends up on an encouraging note. To this end, forward-looking good constructive feedback leaves room for dialogue so that the recipient can have an opportunity to air his views as well as work
towards solutions together with others involved. It's not only about criticism but also expansion of growth and performance in addition to nurturing workplace relationshipWhat are some examples of positive feedback for managers? Here is how we do things here at the Teamflect blog. You ask for constructive feedback examples, we give you 20 of
commitment to meeting deadlines has not gone unnoticed.""You handled that difficult customer complaint with such professionalism and tact. I was really impressed with your ability to stay calm and find a solution that satisfied the customer.""I just wanted to take a moment to recognize the significant improvements you've made in your work over
the past few months. Your increased efficiency and productivity have been noticed and appreciated by the entire team. I appreciate your dedication and contributions to our department's success."How To Give Constructive Feedback To Peers?It's crucial to
take an empathic and respectful stance while providing constructive criticism to peers. Outline the exact habits or acts you'd like to address in the beginning, being as specific as you can. It's crucial to be straightforward and truthful while simultaneously being courteous and considerate of the feelings of others. Try to phrase your criticism in a
constructive manner by stressing both your strengths and your areas for development and by providing specific recommendations for how to do so. Make sure you pay attention to what the other person and create a stronger, more cooperative
connection. How To Ask For Constructive Feedback? Whether you're asking for constructive feedback or brutally honest dream-crushing straight-up negative feedback, we know that asking for feedback can be uncomfortable for some people. To make it easier on you, we will answer this question in pirate speech. Ready? No, you're not. Ahoy there, me
hearty! If ye be lookin' to get some constructive feedback, the first thing ye should do be settin' the stage for a good conversation. Start by approaching the person with whom ye want to speak in a friendly and respectful manner, makin' sure they know ye value their opinion. Then, ask them if they'd be willing to provide ye with some constructive
feedback on a specific area ye'd like to improve upon. Be sure to phrase your request in a positive and open-ended way, so they feel comfortable sharing their thoughts and ideas with ye. Finally, be prepared to listen actively, take notes, and ask follow-up questions, so ye can get the most out of the feedback they provide. Arrr, and with a little luck and
a lot of hard work, ye'll be sailin' the seas of success in no time! Once the pirate voice comes into play, it is around time to wrap the blog post up. Giving constructive employee feedback to your boss is tricky. We know for a fact that it is an intimidating process. As long as you keep the fact that your manager is a human being with their own range of
emotions, you should be alright as you're giving constructive feedback to your boss. If you end up following the constructive feedback examples for your manager that we highlighted in this blog post, you might be surprised at the positive impact it has on your relationship with your manager. That being said, each manager is different and we can't act
like the world of performance management is full of sunshine and rainbows, even though we might very much want it to be! Sometimes, no matter how effectively you give your boss feedback about something, there is a chance they won't take it well. Hey. That is on them. As long as you keep the culture of continuous feedback alive in your workplace
then you have nothing to worry about. That, however, might be easier said than done. Exchanging feedback is difficult if you're working in a remote setting. There are many feedback models you can try out. If you are giving
feedback in Microsoft Teams. We just have to remind you that Teamflect is always the best tool for feedback in the Teams ecosystem, thanks to all the awesome employee feedback templates it provides users with! The best performance reviews are specific and actionable. When managers include clear examples and set measurable goals, employees
know exactly what they need to do to succeed. This makes reviews more than just a yearly task - they become tools for growth and better results. Components of Effective Feedback Good feedback combines specific praise with actionable suggestions for improvement, delivered in a balanced and thoughtful way. Constructive Criticism Managers need
to point out areas for growth while keeping employees motivated. Clear, specific language helps team members understand exactly what to work on. Sample phrases for improvement: "Exhibits strong technical skills but could improve documentation for knowledge sharing" ("Manages projects effectively but needs to provide more frequent progress
updates" "Demonstrates leadership potential but could be more assertive in decision-making" "Collaborates well with immediate team but should engage more with cross-functional departments" "Shows commitment to quality but could be more assertive in decision-making" "Collaborates well with immediate team but should engage more with cross-functional departments" "Shows commitment to quality but could be more assertive in decision-making" "Collaborates well with immediate team but should engage more with cross-functional departments" "Shows commitment to quality but could be more assertive in decision-making" "Collaborates well with immediate team but should engage more with cross-functional departments" "Shows commitment to quality but could be more assertive in decision-making" "Collaborates well with immediate team but should engage more with cross-functional departments" "Shows commitment to quality but could be more assertive in decision-making" "Collaborates well with immediate team but should engage more with cross-functional departments" "Shows commitment to quality but could be more assertive in decision-making" "Collaborates well with immediate team but should engage more with cross-functional departments" "Collaborates well with immediate team but should engage more with cross-functional departments" "Collaborates well with immediate team but should engage more with cross-functional departments" "Collaborates well with immediate team but should engage more with cross-functional departments" "Collaborates well with immediate team but should engage more with cross-functional departments" "Collaborates well with immediate team but should engage more with cross-functional departments" "Collaborates well with immediate team but should engage more with cross-functional departments" "Collaborates well with immediate team but should engage more with the collaborates well as a collaborate with the collaborates with the collaborate with the collaborate with the collaborate with the collaborate with the collaborat
to others' perspectives" "Adapts well to new technologies but should provide more guidance to team members during transitions" "Exhibits strong problem-solving skills but could involve team members more in brainstorming solutions" "Exhibits strong problem-solving skills but could involve team members more guidance to team members more in brainstorming solutions" "Exhibits strong problem-solving skills but could involve team members more in brainstorming solutions" "Exhibits strong problem-solving skills but could involve team members more in brainstorming solutions" "Exhibits strong problem-solving skills but could involve team members more in brainstorming solutions" "Exhibits strong problem-solving skills but could involve team members more in brainstorming solutions" "Exhibits strong problem-solving skills but could involve team members more in brainstorming solutions" "Exhibits strong problem-solving skills but could involve team members more in brainstorming solutions" "Exhibits strong problem-solving skills but could involve team members more in brainstorming solutions" "Exhibits strong problem-solving skills but could involve team members more in brainstorming solutions" "Exhibits strong problem-solving skills but could involve team members more in brainstorming solutions" "Exhibits strong problem-solving skills but could involve team members more in brainstorming solutions" "Exhibits strong problem-solving skills but could involve team members more in brainstorming skills but could involve team members more in brainstorming skills but could involve team members more in brainstorming skills but could involve team members more in brainstorming skills but could involve team members more in brainstorming skills but could involve team members more in brainstorming skills but could involve team members more in brainstorming skills but could involve team members more in brainstorming skills but could involve team members more in brainstorming skills but could involve team members more involve team members more
strong work ethic but could benefit from setting clearer boundaries to prevent burnout" "Shows initiative in taking on new projects but needs to ensure a balanced workload" "Provides helpful feedback to colleagues but could deliver it more constructively" "Exhibits attention to detail but needs to be more flexible when priorities shift" "Communicates but received but needs to ensure a balanced workload" "Provides helpful feedback to colleagues but could deliver it more constructively" "Exhibits attention to detail but needs to ensure a balanced workload" "Provides helpful feedback to colleagues but received burnout" "Exhibits attention to detail but needs to ensure a balanced workload" "Provides helpful feedback to colleagues but could deliver it more constructively" "Exhibits attention to detail but needs to ensure a balanced workload" "Provides helpful feedback to colleagues but received but needs to ensure a balanced workload" "Provides helpful feedback to colleagues but needs to ensure a balanced workload" "Provides helpful feedback to colleagues but needs to ensure a balanced workload" "Provides helpful feedback to colleagues but needs to ensure a balanced workload" "Provides helpful feedback to colleagues but needs to ensure a balanced workload" "Provides helpful feedback to colleagues but needs to ensure a balanced workload" "Provides helpful feedback to colleagues but needs to ensure a balanced workload" "Provides helpful feedback to colleagues but needs to ensure a balanced workload "Provides helpful feedback to colleagues but needs to ensure a balanced workload "Provides helpful feedback to colleagues but needs to ensure a balanced workload "Provides helpful feedback to colleagues but needs to ensure a balanced workload "Provides helpful feedback to colleagues but needs to ensure a balanced workload "Provides helpful feedback to colleagues but needs to ensure a balanced workload "Provides helpful feedback to colleagues but needs to ensure a balanced workload "Provides helpful feedback to colleagues bu
well with external stakeholders but could improve internal team communication" "Demonstrates strong analytical skills but needs to translate insights into actionable recommendations" "Shows creativity in problem-solving but needs to consider the feasibility
of solutions" "Exhibits a commitment to professional development but should share learnings with the team more frequently" "Collaborates effectively with clients but could improve project handover processes" "Demonstrates a strong understanding of company goals but needs to align individual objectives more closely" "Works best with more
structure and guidance to meet deadlines" "Can strengthen leadership skills by speaking up more in meetings" "Takes initiative but needs to communicate plans earlier" "Would benefit from delegating routine tasks" "Shows promise and could increase impact by developing project management skills" "Could improve team collaboration by sharing
knowledge more actively" Reliability: 100 Performance Review Example Phrases "Makes sound decisions but needs to document reasoning better" "Has technical expertise and should voice them with more confidence"
"Has a strong work ethic but could benefit from prioritizing tasks more effectively" "Displays creativity but needs to ensure ideas align with project objectives" "Communicates well in writing but could improve verbal presentation skills" "Adapts quickly to change but should involve team members more in the process" "Demonstrates attention to
detail but could be more efficient in time management" "Excels at problem-solving but needs to be more proactive in identifying potential issues" "Builds positive relationships with clients but could improve internal team collaboration" "Shows initiative in learning new skills but needs to apply them more consistently" "Handles pressure well but could
benefit from delegating tasks to maintain work-life balance" "Contributes innovative ideas but needs to provide more data-driven support for proposals" Positive Reinforcement Recognition keeps employees engaged and motivated. Specific examples
 "Consistently delivers high-quality work ahead of deadlines" "Takes ownership of projects from start to finish" "Builds strong relationships across departments" "Mentors new team members with patience and skill" "Communicates clearly and
keeps stakeholders informed" "Adapts well to changing priorities and requirements" "Goes above and beyond to support team goals" "Shows excellent listening skills during team meetings and provides thoughtful responses to team
concerns." "Creates a welcoming environment where team members feel comfortable sharing ideas and feedback." "Communicates project goals and expectations clearly, leading to better team alignment." "Takes time to mentor junior team members and helps them develop their skills." "Maintains professional relationships with clients and
stakeholders through regular updates." "Demonstrates empathy when handling sensitive employee situations." "Gives clear and actionable feedback during one-on-one meetings." "Resolves conflicts between team members effectively and fairly." "Presents complex information in simple, easy-to-understand ways." "Builds strong partnerships across
departments to achieve company goals." Problem-Solving and Decision-Making "Identifies root causes of issues before implementing solutions." "Makes well-reasoned decisions based on data and team input." "Takes initiative to solve problems before they impact project timelines." 80 Quantity of Work Performance Review Phrases "Considers
multiple perspectives when evaluating solutions." "Implements creative solutions that save time and resources." "Stays calm under pressure and makes sound decisions during crises." "Seeks input from relevant stakeholders before making major decisions." "Balances short-term needs with long-term strategic goals." "Develops contingency plans for
high-risk situations." "Takes responsibility for decisions and learns from mistakes." Adaptability and Resilience "Adjusts management style to meet different team members' needs." "Embraces organizational changes and helps team navigate transitions." "Learns new technologies and processes quickly." "Maintains team motivation during challenging
periods." "Pivots strategies effectively when original plans need adjustment." "Handles unexpected setbacks with professionalism." "Shows flexibility in addressing changing customer requirements." "Supports team
members through periods of change." Time Management and Productivity "Meets project deadlines consistently while maintaining quality standards." "Prioritizes tasks effectively based on business impact." "Uses time
management tools to track progress and deadlines." "Eliminates unnecessary meetings to improve team productivity." "Implements efficient workflows that reduce wasted time." "Respects team members' time by starting and ending meetings promptly." "Balances multiple projects without compromising quality." "Creates clear action plans with
measurable milestones." Positive Performance Comment Examples "Consistently delivers high-quality work ahead of schedule, as shown by completing the Q4 project three weeks early." "Takes initiative by identifying process improvements that saved the team 10 hours per week." "Shows excellent leadership skills by mentoring three junior team
members." "Maintains strong client relationships through proactive communication and quick issue resolution." "Exceeds sales targets by 25% through creative prospecting strategies." "Demonstrates exceptional problem-solving abilities when handling customer escalations." "Creates detailed documentation that helps new team members get up to
speed quickly." "Collaborates effectively across departments to drive project success." "Implements innovative solutions that reduced operational costs by 15%." "Displays strong time management skills by efficiently handling multiple priorities." Areas to Enhance Performance Comments "Need to improve meeting deadlines - missed 3 key project
milestones this quarter." "Should focus on developing public speaking skills for more effective presentations." "Must work on providing more detailed status updates to keep stakeholders informed." "Can enhance team meetings." "Need to
improve attention to detail in financial reports." "Could benefit from additional technical training in new software systems." "Should work on providing constructive feedback to team members." "Need to develop better organizational skills to manage workload." Email and
Written Communication Feedback "Writes clear and concise emails that effectively communicate key points." "Should proofread messages more carefully to avoid typos and errors." "Uses appropriate tone and language in client communications." "Should proofread messages more carefully to avoid typos and errors." "Uses appropriate tone and language in client communications." "Should proofread messages more carefully to avoid typos and errors." "Uses appropriate tone and language in client communications." "Should proofread messages more carefully to avoid typos and errors." "Uses appropriate tone and language in client communications." "Should proofread messages more carefully to avoid typos and errors." "Uses appropriate tone and language in client communications." "Should proofread messages more carefully to avoid typos and errors." "Uses appropriate tone and language in client communications." "Should proofread messages more carefully to avoid typos and errors." "Uses appropriate tone and language in client communications." "Should proofread messages more carefully to avoid typos and errors." "Uses appropriate tone and language in client communications." "Should proofread messages more carefully to avoid typos and errors." "Uses appropriate tone and language in client communications." "Should proofread messages more carefully to avoid typos and errors." "Uses appropriate tone and language in client communications." "Should proofread messages more carefully to avoid typos and errors." "Uses appropriate tone and language in client communications." "Uses appropriate tone and language 
business correspondence." "Could enhance email clarity by using bullet points for complex information." "Demonstrates strong writing technical specifications." "Should be more precise when writing technical specifications." "Effectively summarizes meeting notes and action
items in follow-up emails." In-Person Performance Dialogue: Examples and Best Practices Managers can guide productive communication during performance reviews. Starting with positive feedback: "Your project management skills
have grown significantly this year. The Thompson account shows how well you handle complex client needs." Moving to growth areas with care: "Let's look at ways to strengthen your presentation skills. I noticed you seemed nervous during the client meeting last month." Sharing specific observations: "When you took charge of the quarterly meeting last month."
your leadership helped the team stay focused and complete all agenda items ahead of schedule." Asking for employee input: "What resources would help you meet your development goals?" or "How can I better support your growth in this role?" Setting clear expectations: "Going forward, I'd like you to send weekly updates about project milestones
and any obstacles you encounter." Focusing on solutions: "To improve team collaboration, you might consider scheduling brief check-ins with colleagues at the start of each project." Ending with encouragement: "I'm confident you'll excel in these areas. Your dedication to improvement makes you a valuable team member." Using active listening
phrases: "What I hear you saying is..." or "Could you tell me more about that challenge?" Managers are the backbone of any successful company. They are the ones who are responsible for team leadership and overall strategy. In such cases, when they hold so many responsibilities and are so important to the organization, performance reviews for
managers become necessary. If you feel you are having difficulty finding the right words, then you are not alone. It happens to many leaders and HR professionals. Almost 60% of workers believe their managers are not ready to provide constructive feedback during their performance reviews. That is why we are suggesting 50 simple and effective
performance review examples to help you out. The performance reviews offer a chance to check, understand, and make changes for future success. If it is done right, these reviews can be one of the most powerful tools for your organization. The key to making them truly meaningful lies in how they are approached. The performance reviews should be
done in such a way that managers feel motivated to improve their skills and boost their leadership. Some practical and positive performance review phrases that managers feel motivated to improve their skills and boost their leadership. Some practical and positive performance review phrases that managers feel motivated to improve their skills and boost their leadership. Some practical and positive performance review phrases that managers feel motivated to improve their skills and boost their leadership.
actions." "You lead with integrity and accountability, which really builds trust among us all." "Your leadership creates a work environment where collaboration flourishes, and everyone feels valued." "You communicate clearly and concisely. You keep the team on track and well-informed." "You listen attentively to everyone and make sure everyone
feels heard and important." "You keep us updated on important changes, which keeps things transparent." "You make well-thought-out, data-driven decisions that always benefit the team." "You stay calm under pressure, considering all options before deciding on the best course of action." "Your ability to assess risks and rewards has helped us
navigate challenges effectively." "You assign tasks based on each person's strengths. This makes our workflow more efficient." "You relear instructions and deadlines ensure things are completed on time and with high quality." "You set realistic, achievable goals that push
the team to reach new heights." "Your ability to align our goals with the company's bigger vision keeps us on track." "You handle conflicts fairly and with ease. You maintain balance and resolve issues effectively." "Your ability to reconcile and find common ground
strengthens our relationships." "You promote open communication, and with that, you have prevented many misunderstandings from escalating." "You genuinely care about our growth. It shows when you offer mentorship and help whenever needed." "You find training opportunities that help us build new skills and boost confidence." "You celebrate
achievements, which motivates us to keep performing at our best." "You are easygoing and quick to adapt to any changes. You are easygoing and quick to adapt to any changes the team to stay focused, even when things get tough." "You have created an environment where change is welcomed, helping everyone
stay agile and motivated." "You manage and organize time effectively. You make sure that deadlines are met always without any delay." "You boost productivity by eliminating the things that are
distracting and a waste of time and prioritizing the things that are important." "You cultivate a creative environment where the team feels encouraged to think outside the box." "Your innovative ideas have a lasting impact on the company's growth and
success." "You have a talent for developing strategies that align with our goals." "You create a collaborative, supportive environment where everyone feels appreciated." "You focus on building trust, which
strengthens team dynamics." "You are excellent at recognizing strengths and improving areas that need attention." "You stay calm under pressure, which sets an example for the rest of employees." "You are skilled at recognizing and managing emotions
and you maintain smooth communication." "You acknowledge employees' contributions to the team. You never miss a chance to motivate them. You never miss a chance to motivate them. You enjoy celebrating even small wins." "You help employees to share their opinions and increase their
involvement. This has built trust and confidence among employees." "You approach problems methodically and involve the team in finding solutions." Your problem-solving skills help the
team tackle challenges with confidence. "You work well with other teamwork." "You provide clear expectations and actionable feedback
to help everyone succeed." "You track progress consistently and offer constructive feedback in a productive and empowering way." "You balance a positive outlook with areas for improvement, which helps the team to grow." "You promot
open feedback. This has created trust within the team avoid unnecessary costs while maximizing productivity." "You consistently find ways to make the most of available resources." "You communicate the company's vision. You inspire the team to
work toward common goals." "You restrategic planning ensures team activities align with company objectives." "You consistently track progress, keeping the team focused on the goals." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create an inclusive environment where everyone feels respected and valued." "You create environment where everyone everyo
solving." "You provide equal opportunities for growth and success, regardless of background." "You identify potential risks early before they become issues." "You create an
environment where employees feel safe to share new ideas." "You support experimenting with new things. This has shown improvement in team performance." "You celebrate creativity, motivating the team to continue pushing boundaries." "You have built strong relationships with stakeholders, gaining their trust and satisfaction." "Your
professionalism has strengthened client relationships." "You go the extra mile to understand and meet stakeholder needs." "Your ability to implement sudden plans has minimized the impact of challenges." "Your communication during high-pressure
 situations provides clarity to the team." "You consistently empower team members by trusting them with responsibilities and providing guidance when needed." "Your encouragement enables employees to confidently take ownership of projects." "You mentor
employees effectively, helping them build new skills and develop professionally." "You consistently provide constructive feedback that encourages growth." "You set clear expectations for the team and hold everyone accountable, which boosts productivity." "Your guidance during challenging situations has improved team problem-solving."
emphasis on accountability ensures deadlines are met and objectives are achieved." "You encourage a culture of responsibility, promoting ownership of tasks and results." "You foster trust by demonstrating honesty and transparency in all interactions." "You foster trust by demonstrating honesty and transparency in all interactions." "You foster trust by demonstrating honesty and transparency in all interactions." "You foster trust by demonstrating honesty and transparency in all interactions." "You foster trust by demonstrating honesty and transparency in all interactions." "You foster trust by demonstrating honesty and transparency in all interactions." "You foster trust by demonstrating honesty and transparency in all interactions." "You foster trust by demonstrating honesty and transparency in all interactions." "You foster trust by demonstrating honesty and transparency in all interactions." "You foster trust by demonstrating honesty and transparency in all interactions." "You foster trust by demonstrating honesty and transparency in all interactions." "You foster trust by demonstrating honesty and transparency in all interactions." "You foster trust by demonstrating honesty and transparency in all interactions." "You foster trust by demonstrating honesty and trust honesty hones
actively encourage open dialogue, which has built a strong sense of trust." "You actively mentor employees, guiding them through their challenges and development." "You take the time to understand individual goals, providing personalized
guidance." "You constantly inspire creativity, leading to innovative ideas that improve team performance." "You create a safe space for creative brainstorming, which has sparked innovative results." "You effectively guide the team through organizational changes
ensuring minimal disruption." "Your adaptability helps the team remain flexible and optimistic during transitions." "You consistently promote change as an opportunity for growth." "You anticipate potential challenges and address them before they escalate." "Your forward-thinking mindset has allowed the team to stay ahead of market trends." "You
develop strategies that prepare the team for upcoming challenges." "You prioritize employee well-being by encouraging a healthy work-life balance." "You recognize when employees are overwhelmed and actively offer support." "You always prioritize customer needs
ensuring a positive experience for clients." "Your proactive approach has resulted in stronger customer relationships." "You train the team to deliver exceptional customer service." "You actively listen to employees, making sure they feel heard and valued." "Your ability to empathize with team members creates a supportive environment." "You
crises, minimizing disruptions to operations." "Your calm demeanor during high-pressure situations instills confidence in the team." "You easily adapt to changing priorities, ensuring minimal delays in progress." "Your willingness to adjust strategies keeps the team aligned
with evolving goals." "You maintain composure in uncertain situations, keeping the team motivated." "You promote transparency by openly sharing relevant information with the team." "You create an open environment where employees feel safe to express concerns." "You
use data to guide decisions, ensuring each action is based on facts." "Your ability to analyze trends has improved project outcomes significantly." "You actively review performance data to make informed choices." "Your dedication to self-improvement motivates the
team to grow." "You actively seek new knowledge and share insights with the team." "You proactively address issues before they escalate, preventing potential conflicts." "You foster open communication, reducing the risk of workplace disputes." "You inspire
      toyees to take ownersnip of their roles and deliver results." "Your trust in team members motivates them to exceed expectations." "You balance guidance with integrity, setting a strong ethical example." "Your emphasis on fairness ensures all employees feel valued a
respected." "You uphold the organization's values, promoting trust and accountability." "You continuously review processes to identify areas for improvement." "You continuously review processes to identify areas for improvement." "You continuously review processes to identify areas for improvement." "You continuously review processes to identify areas for improvement." "You continuously review processes and implement better solutions." "You effectively manage team workloads,
ensuring no one feels overwhelmed." "Your ability to redistribute tasks when priorities shift ensures balance." "You support employees in setting priorities, improving productivity." "You build strong relationships with internal and external partners." "Your networking skills have opened new opportunities for the team." "You connect employees with
key stakeholders, strengthening collaboration." "You case and celebrate team achievements." "Your enthusiasm for celebrating milestones boosts morale and engagement." "Your constructive
advice helps individuals refine their skills." "You create a supportive environment where employees feel safe to ask for guidance." With these positive performance reviews should be meaningful. It should create
a helpful and positive conversation that benefits the manager and the team. Nearly 50% of managers fail to see the value in their company's performance management process. Here are some key ways to make sure reviews are impactful: Give feedback that helps managers grow. Offer clear suggestions and show support, highlighting strengths and
improvement areas. Example (Positive Feedback): "Your leadership has positively influenced the team's collaboration, and I've seen remarkable improvements in team communication. To build on this, consider hosting bi-weekly team check-ins to encourage quieter team members to share their thoughts." Example (Improvement Feedback): "Your
project planning skills are strong, but some deadlines have been missed recently. Implementing a task prioritization system may help ensure critical deadlines are consistently met." Tailor the review more relevant and respectful. Example (Positive
Feedback): "I know you prefer empowering your team by giving them ownership of tasks. Your approach has improved engagement, and I recommend continuing to build on that by offering mentorship to less experienced employees." Example (Improvement Feedback): "Since you manage a remote team, I'd suggest enhancing communication by
introducing weekly video check-ins to maintain stronger team connections." Make the review a two-way conversation. Let managers share their thoughts and reflect on their own performance for a more open and meaningful dialogue. Example (Opening Question): "Before I share my thoughts, I'd love to hear how you feel about your recent
performance. What are some achievements you're proud of?" Example (Encouraging Reflection): "I noticed you handled client concerns effectively last month. How do you feel about your overall approach to client relationship management?" Set specific, measurable, and realistic targets that help the manager grow and align with business goals. This
gives them a clear direction. Example (Goal for Leadership Skills): "Over the next quarter, focus on empowering team members by assigning ownership of key initiatives to foster accountability." Example (Goal for Communication Skills): "I'd suggest scheduling monthly feedback sessions with your team to ensure everyone feels heard and aligned
with goals." Do not wait for the annual review. Offer feedback throughout the year to track progress and address issues early. According to research, around 81% believe they should receive feedback from their manager at least once every quarter through regular check-in meetings. Example (Ongoing Feedback): "Your recent efforts to encourage
collaboration have been impactful. Let's continue with bi-weekly check-ins to assess how this approach is improving teamwork." Example (Mid-Year Feedback): "I've noticed great progress in your delegation skills since our last review. Continue this momentum by empowering employees to lead team meetings occasionally." Involve the manager in
the process. Ask them to assess their own performance, helping them see where they need support. Example (Collaborative Feedback): "I'd love to hear your thoughts on the progress you've made this quarter. What would you say has been your biggest achievement?" Example (Encouraging Self-Assessment): "How do
you feel your leadership style has evolved over the past six months? Are there areas where you'd like additional supportive. Example (Supportive Feedback): "I've noticed some communication gaps with stakeholders. Let's explore strategies
to improve this together, such as introducing a more structured reporting process." Example (Direct but Empathetic Feedback): "I believe you have strong decisions. I'd be happy to connect you with resources to strengthen this area." After the review, keep
checking in on the manager's progress and offer help as needed. Show that you care about their growth. Example (Follow-Up Feedback): "We discussed improving your delegation skills last quarter. I've seen some progress, and I'd be happy to connect you with leadership training to build on this further." Example (Continuous Support): "I noticed
you've started holding monthly team meetings — great initiative! If you'd like additional resources on effective meeting structures, let me know." While past performance is important, focus more on how the manager can improve in the future. This helps motivate them for what's ahead. Example (Growth-Oriented Feedback): "Your leadership has
grown significantly over the past year. In the coming months, I encourage you to focus on developing your strategic planning skills by taking the lead on larger cross-department projects." Example (Vision for Growth): "I see strong potential for you to move into a senior leadership role. Let's create a growth plan together to prepare you for that
transition." Offer tools, training, or mentorship to help the manager improve in areas discussed during the review. Example (Training Support): "Since you've expressed interest in improving your conflict resolution skills, I recommend attending our upcoming leadership workshop — I believe it will provide practical strategies to support you."
Example (Mentorship Opportunity): "I'd love to connect you with [Name], who has successfully improved team engagement. They may have helpful insights for you." In short, meaningful reviews focus on growth, open communication, and supporting managers. Done right, they help boost performance and morale and contribute to the success of both
                                                                                                    Position/Title
                                                                                                                                                                                           Review Period
                                                                                                                                                                                                                                         Reviewer Name
                                                                                                                                                                                                                                                                                       Date
the manager and the organization. FieldDetailsEmployee Name
                                                                                                                                                Department
                                                                                                                                                                                                                                                                                                                            (Provide a brief overview of the manager's performance throughout
the review period.) Example: "Throughout the review period, [Manager Name] demonstrated exceptional leadership by driving team success through clear communication, strategic decision-making, and effective delegation. Their commitment to employee development and focus on results have positively impacted the team's performance." (Rate and
provide detailed feedback for each performance category.) Performance AreaRatingPositive ExampleImprovement / Unsatisfactory]"You inspire and motivate the team to achieve their best.""Consider involving quieter team members more actively in discussions."Communication
Skills[Excellent / Good / Needs Improvement / Unsatisfactory]"You articulate expectations clearly, ensuring team alignment.""Improving responsiveness to urgent concerns could further boost confidence."Decision-Making[Excellent / Good / Needs Improvement / Unsatisfactory]"Your data-driven decision-making leads to effective outcomes.""Involving
more team members in brainstorming may enhance results."Delegation[Excellent / Good / Needs Improvement / Unsatisfactory]"You assign tasks based on employee strengths, improving efficiency.""Consider empowering junior employees with more responsibility."Employee Development[Excellent / Good / Needs Improvement / Unsatisfactory]"Your
mentorship has helped employees build new skills.""Introducing a structured mentorship program could improve growth."Time Management[Excellent / Good / Needs Improvement / Unsatisfactory]"You manage priorities effectively, ensuring deadlines are consistently met.""Implementing time-blocking strategies may further improve
efficiency."Innovation and Initiative [Excellent / Good / Needs Improvement / Unsatisfactory]"Your proactive approach has resulted in impactful process improvement / Unsatisfactory]"You mediate conflicts calmly
and promote fair resolutions.""Conducting regular check-ins could help identify potential issues early."Employee Engagement[Excellent / Good / Needs Improvement / Unsatisfactory]"You actively celebrate achievements, boosting employee morale."

"Creating more team-building opportunities may enhance cohesion."Strategic Thinking[Excellent / Good / Needs Improvement / Unsatisfactory]
Good / Needs Improvement / Unsatisfactory]"Your strategic plans have improved team efficiency and growth." "Encouraging the team to participate in strategic discussions may improve engagement." (Highlight key accomplishments that demonstrate exceptional performance.) Achievement Details Achievement 1 Successfully launched a new project
that increased client retention by 20%. Achievement 2Implemented a new performance feedback system that improved employee engagement. Achievement 3Streamlined the onboarding process, reducing employee ramp-up time by 25%. (Identify specific areas for growth along with actionable suggestions.) Improvement AreaSuggested
ActionDelegationEmpower junior employees with more project ownership. CommunicationIntroduce regular feedback sessions to improve engagement. InnovationImplement monthly brainstorming sessions to encourage creativity. (Outline professional growth opportunities, skill-building goals, and career objectives.) GoalAction StepsTimelineGoal 1:
Improve Delegation Skills Assign at least one new responsibility to each junior team member. Within 2 months Goal 2: Strengthen Feedback ProcessIntroduce bi-weekly feedback rocessIntroduce bi-weekly feedback sessions for direct reports. Ongoing Goal 3: Boost Innovation Workshops to inspire new ideas. Within 3 months Comments Section Details Manager's
                                                              Employee's Comments (Optional)
                                                                                                                                                      Reviewer's Signature
                                                                                                                                                                                                       Employee's Signature
                                                                                                                                                                                                                                                           RatingDescription ☐ ExcellentConsistently exceeds expectations. ☐ GoodMeets expectations with occasional excellence. ☐ Needs
ImprovementMeets some expectations but requires development. UnsatisfactoryPerformance falls below expectations. Be Specific: Use clear examples to highlight strengths and areas for improvement. Encourage Dialogue: Allow managers to provide their input and self-reflection. Balance Positives with Growth Areas: Acknowledge accomplishments
while suggesting actionable improvements. Set Clear Goals: Outline measurable objectives to support continued growth. By following this structured template, you can deliver performance reviews are a great opportunity for you to support your
team, appreciate what they are doing well, and help them grow by telling them where they need to improve. There are 50 manager performance review example, instead of just saying, "You did well," you can say, "You always meet deadlines and
keep the team on track." With these examples, you are doing both: sharing feedback and helping your team grow and feel appreciated. If you want to make performance reviews easier and more effective, Engagedly can help. Our platform facilitates the process, simplifies setting goals, and encourages ongoing feedback. Want to know more? Request
a free demo. 1. Why are manager performance reviews are important? Manager performance reviews are important because they help managers grow, improve team dynamics, and keep everyone aligned with the organization's goals. 2. How often should manager performance reviews are important? Manager performance reviews at least once a year, but it will be
much better if you do quarterly or biannually to keep feedback fresh and actionable. 3. What is the biggest mistake in manager performance reviews? One of the common mistakes people make while reviewing is being vague or overly critical. Balance is key. You should highlight strengths and provide clear and constructive feedback. 4. How do you
make manager performance reviews more meaningful? You can make reviews meaningful by having it like a two-way conversation, celebrating wins, and focusing on actionable growth steps. 5. Can tools help with manager performance reviews? Absolutely! Platforms like Engagedly make reviews smoother, fairer, and more impactful. Your Hub for
Engaging People and Managing Success Performance reviews are an essential part of building a successful organization, helping employees grow, stay motivated, and excel in their roles. The key to effective performance management is delivering feedback that's clear, constructive, and specific. After all, how you communicate feedback directly
impacts an employee's productivity, job satisfaction, and overall career development. When it comes to performance management, the secret sauce is clear, constructive, and specific feedback. Vague comments like "be better at communication" leave employees confused, while specific feedback. Vague comments like "be better at communication" leave employees confused, while specific feedback.
clear direction and help employees understand where they excel and where they excel and where they excel and growth. Personalized feedback is equally important. It recognizes each employee's unique contributions, showing that their efforts are noticed and
valued. When feedback feels personal and thoughtful, it boosts motivation and job satisfaction, making employees feel seen and appreciated. In this guide, we've compiled 120 Performance Review Example Phrases & Comments for 2024 to help you provide meaningful feedback. Whether you're celebrating achievements or addressing areas for
improvement, these phrases will make your reviews more effective, leading to a more engaged and high-performing team. The examples are separated into the following categories and further split into positive and critical feedback. Communication and Interpersonal Skills Quality of Work Collaboration and Teamwork Leadership Problem-Solving and
Decision-Making Adaptability to Change Time Management and Organization Goal Achievement and Results Orientation Accountability Innovation and Continuous Improvement We've also added example phrases to help employees respond effectively to feedback, whether they're receiving praise or constructive criticism. Positive
"You consistently communicate your ideas clearly and effectively, making team collaboration smoother and more productive." "Your ability to actively listen and respond thoughtfully has improved team dynamics and fostered better relationships among colleagues." "You excel at providing constructive feedback in a respectful and motivating way,
encouraging a positive work environment." "Your approachable nature and strong interpersonal skills make you an excellent team player who colleagues feel comfortable reaching out to." "You handle conflicts with diplomacy, using effective communication to resolve misunderstandings and maintain team harmony." Critical "At times, your
communication can come across as unclear, leading to misunderstandings. Working on clarity and precision in your messaging could help." "There are moments when your listening skills need improvement, as colleagues sometimes feel unheard during discussions." "You have shown a tendency to be overly direct in your feedback, which may be
perceived as harsh. Adopting a more diplomatic tone could improve interactions." "Occasionally, you seem hesitant to voice your ideas during team meetings. Building more conflicts effectively. Developing stronger
```

```
conflict-resolution skills could enhance team dynamics." Positive "Your work consistently meets or exceeds our quality standards, demonstrating exceptional attention to detail and precision." "You produce error-free work that is thorough and well-organized, showcasing your commitment to excellence." "Your deliverables often reflect a high level or a standard of the consistent of the cons
accuracy, which enhances our overall team performance and client satisfaction." "You consistently go above and beyond, ensuring your work not only meets but often exceeds expectations." "You take pride in your work, maintaining high standards even when managing multiple tasks or working under tight deadlines." Critical "At times, your work
contains errors that could be prevented with more thorough review and attention to detail." "There are moments when your output lacks the depth expected, suggesting a need for more comprehensive research or analysis." "Your recent work has shown inconsistency in meeting quality benchmarks. Let's work on maintaining a steady standard of
excellence." "You sometimes rush through tasks, which impacts the quality of your output. Slowing down and double-checking your work could improve results." "We've noticed that you occasionally overlook small but important details. Paying closer attention to these details will enhance the quality of your work." Positive "You actively contribute to
team discussions, bringing valuable insights that enhance collaboration and drive results." "Your ability to work harmoniously with colleagues from diverse backgrounds fosters a positive and inclusive team environment." "Your open and
cooperative nature makes you a reliable team morale and productivity." "You effectively leverage team members' strengths to achieve shared goals, demonstrating strong collaboration. Becoming more involved could
benefit team outcomes." "There are instances where you focus more on individual tasks than on team efforts. Balancing both aspects will improve team dynamics." "You occasion-making. Being more open to different perspectives could enhance teamwork." "Your
feedback to colleagues can come across as overly critical, affecting team rapport. Adopting a more constructive tone can improve collaborative relationships." "We've observed moments when you prefer working independently, missing opportunities to contribute to team efforts. Engaging more with the team will foster better collaboration." Positive
"You inspire and motivate your team effectively, demonstrating strong leadership skills that drive collective success." "Your clear vision and strategic thinking have guided the team toward achieving critical goals consistently." "You excel at delegating tasks appropriately, empowering team members while maintaining accountability for outcomes.
"Your open-door policy encourages team members to share ideas and concerns, fostering a transparent and supportive work environment." "You demonstrate confidence in decision-making, even under pressure, which may limit
team members' creativity and input. Encouraging more autonomy could improve team morale." "You occasionally struggle with providing timely feedback, making it harder for team members to adjust their performance effectively." "There are moments when you hesitate to make difficult decisions, which can slow down the team's progress
Strengthening decisiveness in challenging situations could enhance leadership." "You tend to focus more on immediate tasks than on long-term strategic mindset could help drive team growth and performance." "We've observed instances where you are less open to alternative perspectives. Embracing diverse viewpoints
can enhance team dynamics and decision-making." Positive "You approach problems with a solution-oriented mindset, often finding innovative ways to overcome challenges." "You remain calm under pressure, effectively
evaluating options and making timely decisions that benefit the team." "You are proactive in identifying potential problems early and addressing them before they escalate, showcasing strong problem-solving skills." Critical "At
times, you take longer than necessary to make decisions, which can delay project progress. Improving decision-making speed could enhance team efficiency." "You occasionally struggle to consider alternative solutions when faced with challenges, limiting the scope of potential outcomes." "There are instances when your decision-making appears
rushed, leading to oversights. Taking a more thorough approach could yield better results." "Your problems is essential." "Your problems is essential." "Your problems is essential." a more thorough approach could yield better results." "Your problems is essential." a more thorough approach could yield better results."
broader perspective could lead to more sustainable outcomes." You handle unexpected changes with ease, maintaining productivity and a positive attitude." "You embrace new processes and tools enthusiastically, making the transition
smoother for the entire team." "Your openness to change and willingness to adapt set a strong example for others, promoting a flexible work culture." "You consistently view change and opportunity for growth, which drives innovation and improvement within the team." Critical "At times, you appear resistant to changes in processes, which can
affect project timelines. Developing a more open mindset could improve adaptability." "You sometimes struggle with adjusting to new roles or tasks, which may limit team
progress. Becoming more open to learning new skills could enhance your adaptability." "Your reaction to sudden changes can sometimes seem overly cautious, which slows down implementation. Building confidence in navigating change could benefit your performance." "You occasionally prefer familiar routines over new approaches, missing
opportunities for improvement. Embracing change more readily can drive better results." Positive "You consistently prioritize tasks effectively, meeting deadlines while maintaining high quality in your work." "You demonstrate strong times
management, balancing urgent tasks and long-term projects with ease." "You proactively plan your workload, making efficient use of time and resources to achieve goals." "Your structured approach to tasks helps the team stay organized and aligned with project timelines." Critical "At times, you struggle with prioritizing tasks, which affects meeting
deadlines. Improving task prioritization could enhance time management." "You occasionally miss deadlines due to insufficient planning. Developing a more proactive approach to scheduling could be beneficial." "There are moments when you appear overwhelmed by multiple tasks, leading to disorganization. Creating a clear task list could help
manage workload better." "You sometimes spend more time than necessary on less critical tasks, affecting overall productivity. Focusing on high-priority tasks first could improve outcomes." "Your approach to managing work can occasionally be reactive rather than proactive. Establishing a more structured routine could enhance efficiency." Positive
"You consistently set clear goals and achieve them, significantly contributing to team success." "Your results-driven mindset ensures that project targets are met efficiently and effectively." "Your ability to break down goals into actionable steps
has led to consistent achievements across projects." "You maintain a strong commitment to achieving results, even in challenging situations, inspiring the team to do the same." Critical "At times, your goals lack specificity, making it difficult to measure progress. Setting clearer, more defined targets could improve outcomes." "You occasionally
struggle to meet set deadlines, impacting overall results. Stronger time management could enhance goal achievement." "There are instances where your focus shifts away from priorities, affecting results. Stronger time management could enhance goal achievement of broader
outcomes. Embracing a more results-oriented mindset could help." "You tend to focus more on tasks than outcomes, which impacts overall goal attainment. A stronger focus on end responsibilities, ensuring projects are completed successfully." "Your tend to focus more on tasks than outcomes, which impacts overall goal attainment. A stronger focus on end responsibilities, ensuring projects are completed successfully." "Your tend to focus more on tasks than outcomes, which impacts overall goal attainment. A stronger focus on end responsibilities, ensuring projects are completed successfully."
reliability and accountability are evident, as you always follow through on commitments." "You demonstrate a strong sense of responsibility for your work, addressing mistakes promptly and constructively." "Your proactive approach to taking responsibility fosters
trust and confidence within the team." Critical "At times, you avoid taking full accountability for tasks, affecting project outcomes. A stronger sense of responsibility could improve performance." "You occasionally miss deadlines without sufficient communication, impacting accountability. Improved transparency could enhance team trust." "There are
instances when you hesitate to acknowledge mistakes, limiting learning opportunities. Accepting responsibility can drive growth." "Your follow-through on assigned tasks can be inconsistent, leading to gaps in project completion. Consistent accountability is needed." "You sometimes rely on others to address issues that fall under your role. Greater
ownership of tasks is essential to improve results." Positive "You regularly introduce creative ideas that enhance processes and improve team outcomes." "Your innovative thinking has led to significant improvements in project efficiency and quality." "You actively seek opportunities to enhance workflows, demonstrating a commitment to continuous
improvement." "Your proactive approach to learning new skills drives personal growth and inspires the team to innovative solutions." Critical "You occasionally resist trying new methods, which can limit innovation. Being more open to experimentation could
improve outcomes." "Your focus on established processes sometimes hinders improvement. Embracing change can lead to better results." "At times, your suggestions lack a practical application, making it harder to implement improvements. Focusing on actionable innovation could help." "You tend to rely on routine approaches, which restricts
progress. Adopting a more innovative mindset could enhance performance." "You occasionally miss opportunities to optimize processes, affecting continuous improvement. A more proactive approach to innovation could drive better outcomes." Positive "You have consistently demonstrated exceptional performance, achieving your goals with precision
and contributing significantly to the team's success. Your proactive approach, attention to detail, and collaborative spirit set a high standard for others." "Your work throughout this period has been exemplary, marked by strong results, effective problem-solving, and a commitment to continuous improvement. You show great initiative and have been a
positive influence on the team." "You have shown consistent growth, achieving key objectives while maintaining a high level of quality in your work. Your performance has been outstanding, characterized by strong leadership, effective
communication, and an unwavering focus on results. You've not only met but often exceeded expectations, driving both individual and team success." "You've maintained a strong level of performance across all your responsibilities, showcasing a results-driven approach and a willingness to take ownership of challenges. Your contributions have had a
measurable impact on team goals." Critical "Your overall performance has been satisfactory, but there are areas for improvement, particularly in time management and goal clarity. Greater focus on prioritizing tasks and setting more defined objectives could enhance outcomes." "While you have shown dedication to your role, there are moments when
a lack of consistency affects your performance. Strengthening accountability and follow-through on commitments could drive better results." "Your efforts have been commendable, but at times, you've struggled with adapting to changes and meeting deadlines. Developing better adaptability and time management skills could improve overall
performance." "Your overall contributions have been positive, but there's room for growth in areas like communication and teamwork. Engaging more actively in discussions and being open to feedback could enhance collaboration and teamwork.
impacted performance. A more focused approach to goal achievement and continuous improvement would be beneficial." The phrases above help employees to know how to respond to feedback. The way they respond plays a big role in shaping their growth
and career journey. Here are some effective ways employees can respond to both positive and constructive feedback from their managers: "I'm really glad my efforts have been impactful. I'll continue to give my best and seek new ways to contribute even more." "Thank you for recognizing my work. It's motivating to know it aligns with the team's
goals, and I'm excited to keep up the good work." "I'm grateful for your feedback. It reinforces my commitment to the role, and I'm eager to find more ways to support our objectives." "I appreciate your kind words. It gives me the confidence to tackle new challenges and grow further within the team." "Thank you for acknowledging my contributions
I'll maintain this level of effort and aim to bring even more value moving forward." "Your positive feedback means a lot. I'll keep pushing forward and look for additional opportunities to support the team's goals." "I really appreciate your kind words. It's rewarding to know that my efforts are making a difference, and I'll continue to contribute to our
shared success." "Thank you for your encouragement. It gives me the confidence to take on more ambitious projects and grow further in my role." "I value your feedback, and I see this as a chance to enhance my skills. I'll put together a plan to address these areas." "I understand where I need to improve, and I'm committed to making meaningful
changes. If you have any suggestions, I'd appreciate your guidance." "Thank you for being straightforward. I'll reflect on this feedback and actively work on improving these aspects." "I recognize the need for growth in these areas and will work diligently to implement the necessary changes. I'm open to any support you think would be beneficial." "I
appreciate you pointing this out. I'll make it a priority to address these gaps and enhance my performance moving forward." "I understand your concerns and will make these areas a priority. Do you have any recommendations or
resources that could help me improve?" "Your feedback is valuable, and I apologize for any impact my performance may have had. I am determined to learn from this and make the necessary adjustments." Your Hub for Engaging People and Managing Success © 2024 Engage and Manager performance may have had. I am determined to learn from this and make the necessary adjustments."
a tool that can be used to assess the effectiveness of a manager in their role. Performance review process typically involves providing detailed feedback on a manager's performance, including their strengths and weaknesses. The appraisal process typically begins with a comprehensive evaluation of each manager's current performance level, followed
by feedback from both their direct supervisor and other team members. This feedback can then be used to create actionable steps for improving performance Feedback? Techniques and Examples (Positive, Negative, STAR Feedback)
and 2000+ Performance Review Phrases: The Complete List For employees writing a performance review examples can also be used to provide managers with tools for self evaluation and serve as a guidance for managers and
supervisors in developing their own goals and objectives. Part 1 How to write a performance review for a manager or supervisor, it is important to focus on specific examples of their performance review for a manager or supervisor, it is important to focus on specific examples of their performance review for a manager or supervisor, it is important to focus on specific examples of their performance review for a manager or supervisor.
phrases and examples to draw from when providing feedback. This can help ensure that the review is clear and thorough, and will allow the manager to understand how their job performance is seen by others. Here are a few tips: 1. Be objective and tactful. 2. You can use specific examples of behavior to reflect the manager's contributions and
achievements. Example 1: "Michael has made significant contributions to our team, and his leadership and strategic thinking have been instrumental in driving our teamwork. He encourages open communication and ensures that everyone
has a voice in decision-making. This has led to increased trust and mutual respect among team members, resulting in higher levels of productivity and engagement. Another example of our Michael's achievements is his ability to adapt to changing circumstances and prioritize effectively. He has successfully navigated through challenging situations
and has remained focused on our team's goals. For instance, when faced with unexpected budget cuts, he was able to identify areas where we could reduce costs without compromising our quality of work. Michael's leadership has also been instrumental in developing and implementing new initiatives that have had a positive impact on our team and
organization. For example, he spearheaded the implementation of a new project management system that has provided valuable opportunities for professional development and growth. Michael's strategic thinking and commitment to excellence have
been instrumental in driving our success. We are fortunate to have him on our team and look forward to his continued leadership and guidance in the years to come." Example 2: "John has been an exceptional leader who has consistently demonstrated a strong work ethic and a commitment to excellence. His leadership style is characterized by his
ability to inspire and motivate his team to perform at their best. John has also implemented several initiatives to improve the team's productivity, such as implementing new software tools to streamline workflows and creating a more efficient scheduling system. John has also implemented several initiatives to improve the team's productivity, such as implementing new software tools to streamline workflows and creating a more efficient scheduling system. John has also implemented several initiatives to improve the team's productivity, such as implementing new software tools to streamline workflows and creating a more efficient scheduling system.
solving, which has helped to foster a positive and productive work environment. One of John's most significant contributions has been his ability to lead his team through a difficult period of changes with grace and professionalism, ensuring that our team
remained focused and motivated throughout the transition. Overall, John has been an outstanding manager who has made significant contributions to the success of our organization. His leadership, communication skills, and ability to inspire the team have been instrumental in achieving our goals and objectives. We are fortunate to have him on our
team." Reliability: 100 Performance Review Example 9, with suggestions for improvement: "As a manager, Sarah has consistently demonstrated strong leadership skills and a commitment to achieving results. She leads by example, setting high standards for herself and her team. One example of this is when she took the initiative to
streamline the team's workflow, resulting in a significant increase in productivity. However, there is an area where Sarah could improve. During a team meeting, she made a comment that was perceived as dismissive by one of her team members. This behavior caused tension and could have been avoided if Sarah had taken the time to listen to the
team member's perspective and respond with empathy. Overall, Sarah is a highly effective manager who inspires her team to perform at their best. Her commitment to achieving results and being mindful of how her words and actions impact
others, Sarah has the potential to become an even more effective leader in the future." See also: 169 Leadership Performance Review Examples for Management Style, Planning, Supervision Part 2 Discuss the manager could
improve their performance. You can also provide some specific examples of how this could be done. To craft your performance review, think about your manager's strengths and weaknesses, and consider providing constructive feedback for the following competencies: Leadership skills are essential for a successful manager. Being able to effectively
lead their team is one of the most important aspects of any managerial role. Leadership involves not just motivating team members, but also having an understanding of what tasks need to be completed and being able to effectively delegate responsibilities. Good leadership skills also involve a good working relationship with other managers and
colleagues in order to ensure smooth communication within the organization. Mentorship skills and willingness to help are essential components of successful management. A good manager is not only responsible for the performance of their team, but also for nurturing and developing employees through effective mentorship. Effective mentors will
take the time to listen and understand the perspectives of their coworkers before offering advice. Successful mentors will work with individuals one-on-one so that each person receives personalized attention and feedback tailored specifically towards their needs. A great manager should be able to provide constructive advice and support in order to
help their team members reach their full potential, and foster an environment where peers feel comfortable sharing ideas and asking for guidance. By developing strong mentorship skills, leaders can create an atmosphere that encourages collaboration and growth for all members of the team. Setting goals is an important part of being a successful
manager. Goals should be set realistically, with timely milestones that employees can focus on. A manager's ability to set effective goals helps their team prioritize tasks, stay motivated, and measure progress. Highly successful managers know how to not only effectively set goals for themselves and their teams but also how to create an environment
where everyone feels encouraged to set individual goals as well. Effective goal setting skills also extend beyond simply establishing targets; it includes providing employees with tools and resources they need in order to achieve them. Collaboration and teamwork competencies include strong communication skills, understanding how to motivate and
inspire others, and having the ability to give meaningful feedback. Additionally, leaders must have an open mind-set and willingness to help their team members. Initiative are willing to take initiative are not only more likely to be seen as
a competent leader, but they also have higher overall job satisfaction rates. By developing their initiative skills, managers can increase their effectiveness as a leader within their organization. Other important competencies for a manager are: problem solving, innovation, punctuality, attitude, communication skills in the workplace; creativity as well as
the ability to seek different perspectives and creative solutions from their colleagues; innovation (willingness to experiment to drive results), time management skills. Part 3 / He is a good manager and he leads his team to perform their assignments well. / We are impressed with his willingness to give instructions. / His attitude is an asset to his
management skills. He continually builds people up. He deals with difficult situations with incredible posture, and focuses on the positives. ✓ He demonstrates good organizational and planning skills. ✓ He successfully organizes and gives direction, guidance and feedback to his subordinates and colleagues. ✓ He creates an atmosphere in which
creativity and innovation is both rewarded and encouraged. 

He is a servant-leader, who is always willing to help his team for a job well done. 

He actively listens to his team's feedback and comments. 

He takes responsibility for the performance of
his staff members. He ensures the achievement of the goals as planned. It has been been trust within his team. He encourages his colleagues at work. He easily builds an atmosphere of trust within his team. His positive attitude in his management role is his most important and effective
skill. He is cooperative with others and tries to connect everybody together. He focuses on the positives when solving problems. ✓ He establishes workable, prioritized, and highly effective problems to design achievable
goals. He ensures those goals are all met on time. ✓ He knows how to keep his staff focused on a plan. He assigns suitable duties to each of them. ✓ He consistently shares feedback with his staff regarding their progress. ✓ He constantly shares feedback with his staff regarding their progress. ✓ He constantly shares feedback with his staff regarding their progress. ✓ He constantly shares feedback with his staff regarding their progress. ✓ He constantly shares feedback with his staff regarding their progress. ✓ He constantly shares feedback with his staff regarding their progress. ✓ He constantly shares feedback with his staff regarding their progress.
values the time of her colleagues and business partners. He has never been late to business meetings. ✓ He is able to work out multiple alternative solutions. ✓ He is decisive in difficult situations. ✓ He is skilled at analyzing any situation and working out a
solution. \( \sim \) He consistently updates colleagues on what is going on within the company. \( \sim \) He is loyal and trustworthy. \( \sim \) He is highly principled. He is a good manager who treats all employees equally, regardless of gender, age or any other factor. \( \sim \) He has the ability to resolve disputes with clients and colleagues peacefully. \( \sim \) He shares his job
knowledge well with his peers. / He creates an exciting atmosphere for his team: one in which new ideas are rewarded and encouraged. More examples of positive feedback (scroll down to the "Meets or Exceeds Expectations" part): 169 Leadership Performance Review Examples for Management Style, Planning, Supervision 100+ Performance
Evaluation Comments for Attitude, Training Ability, Critical Thinking 150 Performance Evaluation Examples (Initiative, Flexibility, Proactiveness, Goal-Setting) 174 Performance Evaluation Examples (Reliability, Proactiveness, Goal-Setting) 242 Performance Evaluation Examples (Initiative, Flexibility, Proactiveness, Goal-Setting) 174 Performance Evaluation Examples (Initiative, Flexibility, Fl
Appraisal Examples (Creativity, Accountability, Customer Satisfaction) 300+ Performance Review Phrases for Quality of Work, Adaptability, Communication Part 4 Constructive criticism is an important element of performance reviews because it helps managers to grow and develop their skills. It encourages managers to think critically about their
work and how to improve it, as well as it can be used to set goals for improvement. Sometimes constructive criticism also allows for open dialogue between the supervisor and employee, which can lead to positive outcomes for both parties. Whenever possible, provide context by listing specific examples. X He confuses the employees through different
directions and guidance. X He disregards company policies and tends to work by himself. X He fails to explain procedures to his subordinates clearly. X He fails to meet schedules. X He fails to meet schedules. X He fails to explain procedures to his subordinates clearly.
decent task manager, but falls short when it comes to setting a vision. X He has a tendency to play favorites and not treat all employees fairly. X His employees fairly. X He has a tendency to play favorites and not treat all employees fairly.
focusing on the goals necessary to move his team forward. X He fails to resolve problems in a timely manner. X He is ineffective at setting achievable goals. X He has a tendency to trigger problems between his coworkers. X He is ineffective at setting achievable goals. X He has a tendency to trigger problems in a timely manner. X He is ineffective at setting achievable goals.
situations well. X He rarely thoroughly thinks decisions through. X He appears to be a rigid manager, but if he thought in a more flexible way, it would do him well. (Provide specific examples.) X He is inconsistent in defining goals and objectives. X He demands reliability from others, but not from himself. X He struggles to communicate when
deadlines will be missed. X He disappoints employees who depend on him. (List specific examples.) X He refuses to delegate to others. He attempts to do all the work by himself. X He is unwilling to accept responsibility for missed goals. X
X He is too hesitant to make a decision. X He makes promises that he doesn't keep. X He applies overly complex and impractical approaches to solving problems. X He easily loses focus when facing a complex situation. More examples of negative feedback (scroll down to the "Below
Expectations" part): 169 Leadership Performance Evaluation Comments for Attitude, Training Ability, Critical Thinking 150 Performance Evaluation Examples (Initiative
Flexibility, Proactiveness, Goal-Setting) 174 Performance Feedback Examples (Reliability, Communication See also: Leadership Feedback Examples (Strengths &
Areas of Improvement) Performance review is a corrective tool. However, to result in meaningful change, it should be paired with supplementary action on goal-setting and progress tracking. Design an accountability mechanism to promote continuous improvements. Research on performance management suggests that people set higher goals under
the condition of accountability. They're also more likely to perform better when held publicly accountable, such as the goals known by the manager. Instead of merely expressing praise and constructive criticism, set up a process for follow-up action. It can be documented either as an employee development plan or a performance improvement plan
(PIP). Employee Development Plan An employee development plan—also called an employee growth plan—provides workers with a sequential list of tasks they must complete to improve skills and acquire knowledge for new roles. Show the employee what actions they should take in the future to accomplish a certain goal—get a raise, advance to a
new role, secure new responsibilities, and more. Doing so helps retain ambitious talent, improve overall employee development plan: Career development prospects: Outline the possible paths and actions required to move to a C-level position. Extra training
and upskilling: Include a list of suggested programs, certifications or educational courses needed to advance in their role or get considered for a promotion. New responsibilities and duties: Suggest how an employee can make a bigger contribution to the company by taking ownership of new initiatives, such as new enterprise resource planning (ERP)
system rollout, or allocating extra time to new duties like mentorship). A full employees' strong sides. Performance improvement plan (PIP) documents the employees' strong sides. Performance improvement plan A performance improvement plan (PIP) documents the employees' strong sides. Performance improvement plan (PIP) documents the employees' strong sides. Performance improvement plan (PIP) documents the employees' strong sides.
can comment on poor performance ratings, address skill gaps, draw attention to inappropriate past actions—and suggest mandatory follow-up steps. Unlike an employee development plan, a PIP is designed to address past failures or problematic on-the-job behaviors rather than set the backdrop for future successes. What to include in a performance
improvement plan: Acceptable performance criteria: Outline general expectations, Specific KPIs: Present a baseline set of quantifiable goals an employer must meet within the stated period. Support resources: Explain how your organization will help them
address current shortcomings, such as mandatory training, mentorship and counseling. Check-in schedule: State how often you'll provide feedback and set up recurring meetings. Consequences: Describe what will happen if the employee doesn't comply with the proposed plan. If an employee fails to follow the PIP, punitive action may be taken, such
as transfer, demotion or termination. Even the most well-intentioned criticism can be hard to hear. If you need to give feedback to a peer or employee, you might feel nervous. After all, you can probably empathize — most of us have been in their position. You want the person to know where they excel and how to improve, but you don't want to come
off as harsh or lose your authority. It's a delicate balance. When sharing professional feedback, you need to achieve that perfect equilibrium to motivate your team to continue doing their best work. Perfect your delivery by studying these 53 performance review examples. The importance of performance reviews A performance review -- also known as
a performance appraisal — evaluates how well an employee is tracking toward goals and upholding the company vision and values. This formal assessment documents strengths and weaknesses, expectations for improvement, and other relevant employee feedback, like kudos for a standout performance. Performance reviews are essential because
they provide managers (or employees assessing their peers) with a set time and structure for delivering in-depth, example-driven feedback. It's also an opportunity for the reviewee knows how to improve for next time. Plus, performance reviews are an excellent opportunity to open lines of
communication between peers or a manager and their direct reports. Both sides can clarify questions or concerns about performance, and the reviewee may use this time to motivate the reviewee. These types of workplace conversations build more trusting, engaged, and caring professional relationships. Unfortunately, typical performance reviewes
only inspire 14% of employees. In other words, reviewers need to step up their own performance review examples Effective performance reviews are level-headed and honest. They aren't excuses to scold an employee for a mistake or poor performance. They make time to
offer constructive criticism, praise what the team member is doing well, and provide suggested areas for improvement. To keep the conversation as productive as possible, study our list of performance evaluation examples that provide focused feedback and maintain an upbeat, inspiring tone that doesn't undermine the seriousness of the
commentary. Here are 53 employee evaluation examples for various scenarios. Communication food workplace communication helps teams clearly express ideas and work through problems effectively. Respectful communication helps teams clearly express ideas and work through problems effectively.
a colleague on this interpersonal skill, focus on the politeness of their interactions, the coherence of how they present information, and their ability to listen to others actively. Praise Use performance evaluation comments like the following when a colleague has done an exceptional job of clearly and respectfully communicating: 1. "I've noticed how
clearly you communicate complex concepts to clients. I really admire this ability." 3. "Several of your teammates have told me how pleasant it is to work with you. Thank you for taking on this responsibility." 3. "Several of your teammates have told me how pleasant it is to work with you. Thank you for taking on this responsibility." 3. "Several of your teammates have told me how pleasant it is to work with you. Thank you for taking on this responsibility." 3. "Several of your teammates have told me how pleasant it is to work with you. Thank you for taking on this responsibility." 3. "Several of your teammates have told me how pleasant it is to work with you. Thank you for taking on this responsibility." 3. "Several of your teammates have told me how pleasant it is to work with you. Thank you for taking on this responsibility." 3. "Several of your teammates have told me how pleasant it is to work with you. Thank you for taking on this responsibility." 3. "Several of your teammates have told me how pleasant it is to work with you. Thank you for taking on this responsibility." 3. "Several of your teammates have told me how pleasant it is to work with you. Thank you for taking on this responsibility." 3. "Several of your teammates have told me how pleasant it is to work with you for taking the your teammates have told me how pleasant it is to work with your team and you for taking the your team and 
negotiation skills and will continue to look for opportunities for you to use them." 5. "I'd like to congratulate you on your clear and easy-to-follow presentations. Would you consider giving a workshop for your teammates?" Improvement suggestions or communication leads to confusion and fraught interactions. Plus, muddled instructions or
explanations can cause project errors, and negative delivery can harm team and stakeholder relationships. It's important for each team member to have this skill. Here's how to cite communication that needs improving: 6. "I've noticed that you sometimes miss part of an explanation. I have helpful materials on active listening I recommend taking a
look at." 7. "Clients have noted that your explanations are difficult to understand. You have a guestion. I've seen delays and errors due to a
lack of updates." 9. "Some of your emails to clients have had spelling and grammar errors. Could you make an extra effort to check your work so that we keep our company communication as polished as possible?" 10. "Your teammates have cited rude interactions with you. We must keep communication respectful. Is something going on that's
causing you frustration or prompting these interactions?" Innovation and creativity Innovative solutions and creativity allow organizations to generate new products and services, build a more resonant brand image, and connect successfully with their target audience. When giving a performance review, provide positive feedback on how the person
contributes to the team or company's growth. Praise Teammates who offer fresh ideas for projects or ways to improve company processes to boost efficiency deserve a proverbial pat on the back. Here are five performance appraisal examples that show how to give it: 11. "Last quarter, you saved our team 50 hours of administrative work with your
solution for streamlining databases. Thank you for this invaluable idea." 12. "The marketing campaign you created to target younger audiences has been one of our most successful. Everyone on our team has something to learn from you." 13. "You've been integral to launching one of the most innovative apps on the market. You should be proud of
yourself. You're helping a lot of end users." 14. "I admire the way you creatively approach complex problems. You resolved a tricky supply chain issue that kept our deliveries on track." 15. "You deeply understand the brand image and voice. All of your marketing copy and designs represent us well." Improvement suggestions Team members in
creativity- and innovation-driven roles may stagnate. Your organization might have a performance review template you can follow to zero on in how to improve in these areas. You can also use the following feedback pieces to push them in the right direction: 16. "You're one of our most valued graphic designers. However, I've noticed that your recent
designs have been similar. Let's talk about ways to innovate." 17. "Since you're in a leadership role, I would like it if you took more initiative to offer creative solutions to problems. I have some reading to guide you." 18. "I've noticed that your copy lacks that fresh voice we admire. Have you also tracked this change, and what solutions do you have to
liven up the writing?" 19. "You've offered some of the most innovative development ideas our company's seen. But you've been quiet in brainstorming sessions lately. Let's talk about what may be going on." 20. "Your latest product innovative development ideas our company's seen. But you've been quiet in brainstorming sessions lately. Let's talk about what may be going on." 20. "Your latest product innovative development ideas our company's seen. But you've been quiet in brainstorming sessions lately. Let's talk about what may be going on." 20. "Your latest product innovative development ideas our company's seen. But you've been quiet in brainstorming sessions lately. Let's talk about what may be going on." 20. "Your latest product innovative development ideas our company's seen. But you've been quiet in brainstorming sessions lately. Let's talk about what may be going on." 20. "Your latest product innovative development ideas our company's seen. But you've been quiet in brainstorming sessions lately. Let's talk about what may be going on." 20. "Your latest product innovative development ideas our company's seen. But you've been quiet in brainstorming sessions lately. Let's talk about what may be going on." 20. "Your latest product innovative development ideas our company's seen. But you've been quiet in brainstorming sessions are set as a second of the 
Everyone can be a leader — regardless of their rank at an organization. Team members set examples for their peers, and managers guide reports toward success. Whether you're giving a performance review for a veteran or an entry-level employee, address their leadership skills where you can. Praise When an employee exceeds expectations by
mentoring others, taking charge of problems, and upholding organizational values, recognize their outstanding work with phrases like the following: 21. "Your positive attitude, willingness to take on more responsibility, and ability to explain concepts to your peers makes you an example to all." 22. "I appreciate your advances in developing better
leadership skills, like clear communication and excellent negotiation tactics. Kudos." 23. "I know you started here recently, but many people already look up to you. You take initiative, aren't afraid to share ideas, and treat your peers respectfully." 24. "Since you've become a project manager, the development team consistently delivers quality
outputs on time. You're doing a great job guiding the group." 25. "When there was a conflict with a client last month, you stepped in to manager or team lead isn't mentoring others as well as they could, a performance review is the perfect
moment to tackle the issue. And if you have a stellar employee who isn't showing the leadership and initiative required to earn them a promotion, they might need some encouragement to strengthen these skills. Use the following examples as a guide for wording your feedback: 26. "You've consistently been an excellent leader, but teammates have
reported a lack of mentorship on recent projects, leading to confusion and poor results. What can we do to improve the clarity of your communication and guidance?" 27. "I've noticed that you're stepping back from public speaking opportunities. You're a strong leader already, but giving talks is an inevitable part of your role. Here's information on a
speaking course I took that could help." 28. "Some of your teammates have said you're difficult to approach with a problem. Let's work to improve your communication skills are unmatched, but you still have to improve your time management skills.
Several projects have run late, impacting client deliveries." 30. "You form excellent social relationships with your team, but you may be getting too close. I'm concerned you could lose your authority if you continue to act more like a peer than a mentor." Collaboration and teamwork Teams must work well together — it's synergy that allows them to
accomplish more than they'd be able to alone. Collaboration drives better organizational results and fosters a communicative, innovative work environment. Here's how to tackle this topic in a performance appraisal. Praise Certain team members go above and beyond to help peers, manage conflicts, and share their knowledge. Reward them with
statements like the following: 31. "You're an excellent resource for new team members. Thank you for being willing to share what you know." 32. "You didn't have to navigate
that conflict between your peers last week, but you stepped up. I think everyone in your group learned something from you that day." 34. "I know you'd like to be doing more on projects, but I appreciate that you're splitting the work with newer teammates so they can learn. Exciting opportunities are coming your way soon." 35. "Your team
traditionally had trouble working together. Thank you for identifying their strengths and guiding them as a leader to use them in harmony." Improvement suggestions Employees resisting participation in a team or creating conflicts must change behaviors to help their peers thrive. Here are a few ways to suggest improvements: 36. "I've noticed that
you've been canceling team meetings and avoiding social events. Let's talk about what's going on." 37. "It's great to challenge your peers' ideas, but I've repeatedly observed you push contrary thoughts when the rest of the team has reached a consensus. This can hold up projects, so I'd like to ask you to be more flexible." 38. "I know you've been
very busy, but could you take more time to share your skills with others? There are new team members who could learn from you." 39. "You're an involved leader, and that's an excellent trait. But sometimes, you get
too close to a project, and your guidance borders on micromanaging. I'd encourage you to try taking a step back when the team is working well together." Work ethic and organization Punctuality, time management, and planning keep work flowing. In performance reviews, ensure all team members understand how their work ethics contribute to
overall success. Praise Show your appreciation to those employees who keep administrative tasks running smoothly. Here are some examples: 41. "Thank you for changing our customer relationship management system. Now everyone can access data more easily, and it's improved our workflow." 42. "Your persistence in implementing the Agile
project management framework has paid off. We're delivering better, more timely products to clients." 43. "You're never late and sometimes even early. I appreciate your dedication to punctuality. It helps meetings run on time, and the day gets off to a strong start." 44. "You always answer clients' emails promptly. Thank you for your dedication to
excellent customer service." 45. "As a project manager, you do a great job resolving teammate's blockers efficiently arrive late or have trouble organizing tasks and following company processes negatively impact others
ability to work well — not to mention their own. Here are constructive employee review examples for those cases: 46. "You're often tardy to meetings, which causes your teammates and clients to wait. This can be frustrating for stakeholders. I'd like to share some tips for time management." 47. "I've noticed you consistently turn in work late. I'm
concerned you may have too much on your plate. Let's assess your workload." 48. "Client emails are falling through the cracks, making us look like we don't care. Here's a system I use to ensure I respond to every email quickly." 49. "I understand the new customer relationship management system is tricky, but we need everyone to get on board.
Would it be helpful if I set up an additional training session to walk you through the software?" 50. "You didn't meet your goals this quarter, so I'm modifying them for the upcoming one. Please let me know if you need tools, skills, or support to make achieving these goals possible." Performance review summary examples Wrap up your review by
revisiting what the employee has done well and highlighting the improvements they should make. Here are three examples you can model your performance review summary on: 51. "You've improved your communication and public speaking skills this quarter, making you a stronger leader. But you can still work on your task and time management
skills by implementing better organizational practices." 52. "Your first few months at the company have been a success. You've learned to use our tools and processes, and your teammates enjoy working with you. Next guarter, I'd like you to take more initiative in brainstorming sessions." 53. "You're a long-time valued employee, and you have a
unique talent as a graphic designer. Your social media campaign last quarter was top-notch, but others have been stagnant. I know you can tap into your talents and do more innovative work." 3 tips for delivering a performance review to an underperformer You're a compassionate leader and never want to hurt anyone's feelings. But in a performance
review, you may have to deliver tricky constructive criticism. You're giving this feedback with the best intentions, but doing so might make the other person defensive. Keep the conversation with what the employee
has done well and circle back to this point after giving criticism. This will remind the employee of their value. Use metrics: Don't run a performance review on "gut feelings." Quantifiable metrics and clear feedback allow you to identify areas of improvement. You must demonstrate specific examples and measurable figures to back up your claims.
Otherwise, your criticism can seem unfounded. Offer suggestions: An employee may not know how to interpret feedback and translate it into action items. And they might have some concluding performance review questions about how to improve. Offer help and a professional development plan so the person feels inspired, capable, and supported in
making the changes you suggest. A performance review is an opportunity to foster growth Many fear receiving and giving sub-optimal feedback. However, in performance reviews, colleagues inevitably highlight negative aspects of a person's work. But if you establish a healthy balance between recognizing an employee's strengths and offering
constructive feedback for improvement (like in our performance review examples), these sessions turn into growth opportunities. Your colleagues take on new challenges, acquire better skills, and become more understanding teammates thanks to criticism. And guess what? The next performance review will be less nerve-wracking for everyone
```