**contribution, surpass , consistently ,**

**Consistently …………………………….. Expectations**

Works ……………………………………. at a superior level in most aspects of position; consistently exceed goals and expectations. Makes an exceptional or unique ……………………………… to the unit/department.

**beyond ,overall , exceed , proactively ,**

**Frequently ………………………….. Expectations**

Performs …………………………… expectations in a majority of position duties and responsibilities. ………………………….. meets and predominantly exceeds position expectations – making a significant contribution to the……………………………… achievement of unit/department goals.

**solid, fulfills, achieves, established**

**Fully ……………………………….. Expectations**

Reliably performs position duties and responsibilities. ……………………………………..position requirements, ……………………… goals and expectations. …………………………… performance results in valuable contributions to unit goals.

**devised, requires, fails ,**

**……………………. Improvement**

…………………………….. to meet one or more of the significant position requirements. Requires improvements in areas noted. Performance improvement plan must be …………………………… and monitored.

**termination , initiated, expectations , performance**

**Fails to Achieve ……………………………..**

Does not fulfill position requirements. [*………………………………… Improvement Plan (PIP)*](https://www.hr.cornell.edu/life/career/performance_improvement.doc) must be developed and monitored; or …………………………………. must be ……………………………..

**3. Qualities of good leader**

Lenient/harsh , respectful, understanding, encouraging, display power /integrity, father figure , exemplary, encompass , superiority , nurture , fire imagination, trigger inspiration, perseverance

Positive feedback :

**excel , persevere, stay, value ,priorities , proficient, harmony, deadlines, reliable, advanced, complexity, cooperative,desire , harmony, confrontation , handle , cold blood , display , willing , eagerly , highly, distinguish**

* Dependability: meets d………………………………, is responsible, is r……………………….., always successful
* Computer skills: is p……………………………. and/or comfortable on the computer, effectively uses online sources, has a……………………….. computer skills,
* Adaptability: can p…………………………. a variety of duties, h………………………. many situations with ease, is comfortable with change
* People Skills: is very c………………………………., works in h…………………………. with others, adds ……………………………….to a positive environment
* Personal Qualities: has an even temperament, avoids ………………………….., ………………………….. stress well, ……………………………. calm under high-pressure situations, is sincere, keep……………………. under dire circumstances
* Dedication: Shows pride in job, …………………………… loyalty and honesty, …………………………….. and achieves goals
* Creativity: welcomes new ideas, is …………………………… to change, develops new ideas and strategies, is not bothered by ……………………..
* Personal Development: ……………………………. attends professional development classes, shows a ………………………. to improve job skills, sets personal goals
* Organizational Skills: has a systematic method, gets the job done,…………………………… organized, ……………………….. at planning, can ……………………………. between productive and nonproductive tasks, able to ……………………priorities

Evaluating Supervisors

If you are the head of a department or are otherwise in charge of supervisors, you may need to evaluate employees whose jobs include the supervision of workers. Areas to evaluate include:

**accurately, measures**

* Evaluation Skills: ………………………, and without bias, assesses job performance, ………………………. potential of employees

**delegate, effectively , handles, records ,**

* Administration Skills: manages costs ……………………., ………………….. details personally, has advanced skills in ……………………. management, has established trust with workers, can …………………. appropriately

**authority, gain , establishes**

* Leadership: shows ……………………., ……………………… respect and confidence, has the support and respect of workers, ………………………. a feeling of teamwork, is fair and firm

**,asset, implements , handles , brings**

* Management: is a strong …………………….. to the company, …………………. crises well, ……………………change smoothly, supports and ………………………. team members, ……………………….. out the best in his workers, promotes a feeling of harmony and fairness

**manages, acknowledge, promotes**

* Interpersonal Skills: ……………………… the needs and concerns of others, ………………………… a positive working environment, has loyal and committed workers, ………………………. different personalities, is tactful and sincere

**, encourages, utilize , enhance**

* Team Skills: …………………….team members to participate in problem solving, utilizes the skills of each team member, ……………………. productivity

**dilligent, date, catch, versatile, proactive, team, driven, perseverent, outlook, initiatives,**

IS ………………….. AND DETAIL-ORIENTED

STAYS UP-TO-……………………. WITH DEVELOPMENTS IN THE FIELD

iS ……………………….. AND RESOURCEFUL.

hAS A POSITIVE ………………………..

iS DISCIPLINED AND ………………………

IS AN EXCELLENT ……………………. PLAYER.

SHOWS A LOT OF ……………………………….. AND TAKES THE LEAD ON PROJECTS.

IS A PROFESSIONAL WITH ………………………. EXPERTISE.

IS D………………………………….. TO SUCCEED AND STRIVES FOR MAXIMUM EFFECTIVENES

NEVER FAILS TO C…………………….. ON OPPORTUNITIES.