**contribution, surpass , consistently ,**

Consistently ……surpasses……………………….. Expectations

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

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

Frequently …exceed……………………….. Expectations

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

**solid, fulfills, achieves, established**

Fully …achieves…………………………….. Expectations

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

**devised, requires, fails ,**

…requires………………….Improvement

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

**termination , initiated, expectations , performance**

Fails to Achieve …expectations…………………………..

Does not fulfill position requirements. *…Performance……………………………… Improvement Plan (PIP)* must be developed and monitored; or …terminated………………………………. must be …initiated…………..

**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 deadlines………………………………, is responsible, is reliable……………………….., always successful
* Computer skills: is proficient……………………………. and/or comfortable on the computer, effectively uses online sources, has advanced……………………….. computer skills,
* Adaptability: can persevere…………………………. a variety of duties, handle………………………. many situations with ease, is comfortable with change
* People Skills: is very cooperative………………………………., works in harmony…………………………. with others, adds …value…………………………….to a positive environment
* Personal Qualities: has an even temperament, avoids …confrontation…………………….., …handle………………….. stress well, ……keep………………. calm under high-pressure situations, is sincere, keep…cold blood…………………. under dire circumstances
* Dedication: Shows pride in job, …display………………………… loyalty and honesty, …eagerly………………………….. and achieves goals
* Creativity: welcomes new ideas, is …willing………………………… to change, develops new ideas and strategies, is not bothered by …complexity…………………..
* Personal Development: …eagerly…………………………. attends professional development classes, shows a …desire……………………. to improve job skills, sets personal goals
* Organizational Skills: has a systematic method, gets the job done,…highly………………………… organized, …proficient…………………….. at planning, can …distinguish…………………………. between productive and nonproductive tasks, able to …value…………………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: …accurately……………………, and without bias, assesses job performance, …measures…………. potential of employees

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

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

**authority, gain , establishes**

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

**asset, implements , handles , brings**

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

**manages, acknowledge, promotes**

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

**, encourages, utilize , enhance**

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

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

IS …dilligent……………….. AND DETAIL-ORIENTED

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

iS …proactive…………………….. AND RESOURCEFUL.

hAS A POSITIVE ……outlook…………………..

iS DISCIPLINED AND …perseverant……………………

IS AN EXCELLENT …team…………………. PLAYER.

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

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

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

NEVER FAILS TO Catch…………………….. ON OPPORTUNITIES.