Developing Our Most Important Resource - Our Human Resource!

Presented by The Training Tree

Job Knowledge

- knows basic principles and methods
- possesses the knowledge to handle the most complex of tasks
- clearly understands purposes, objectives and procedures of department
- thoroughly understands all aspects of the job
- is knowledgeable over a wide range of job responsibilities
- possesses real practical experience
- utilizes experience and expertise from previous jobs
- demonstrates strong technical and operational knowledge
- stays current and is exceptionally well informed
- is knowledgeable and can apply knowledge in a practical manner
- shares knowledge with the group
- is viewed by others in the field as an expert

Job Performance

- demonstrates consistent performance and accomplishment
- consistently exceed performance standards-expectations-criteria
- excels in developing solutions to complicated problems
- possesses the characteristics of leadership and service excellence
- is diligent and conscientious in performing tasks-duties
- displays self-restraint and employs prudent risk taking
- is precise and efficient
- persistent and industrious
- maintains a keen eye for detail
- displays trust and confidence
- faces conflict with calm assuredness
- radiates self-confidence and enthusiasm
- is customer focused and driven
- extremely resourceful and attentive to detail
- maintains a high degree of involvement
- possesses a positive outlook
- is an important contributor to the success of the department
- sets high performance standards and meets them
- quality is consistently high
- shows professionalism that is exemplary
- demands the highest quality of work in him/herself and others.
- strives for zero defect quality
- strives for state-of--the-art perfection
- demonstrates accuracy, thoroughness and orderliness in the performance of assignments

Dependability

- is consistent, dependable and accurate in carrying out responsibilities to a successful conclusion
- fully accepts responsibilities and meets deadlines
- practices rigid self-discipline
- stays focused on the task
- fulfills all commitments
- is extremely reliable and supportive
- is always fully prepared
- consistently punctual
- effectively follows up on all assignments
- is regular in attendance
- is one of our most consistent performers
- prides him/herself on attendance and punctuality
- is the “go to” person in the department for rush assignments

Job Productivity

- makes a substantial contribution to the department
- is a consistently high producer
- performs at a peak level
far exceeds quantity standards or expectations
produces beyond what is expected
produces at a rate that is exemplary
maintains peak performance
exhibits a commitment for producing results
displays high production while never sacrificing the quality component
tasks are performed with a commitment to excellence that is rare.
can handle multiple tasks with ease
is able to “wear many hats” and be successful in all areas
stands as an example to others when it comes to producing results

dispenses production while never sacrificing the quality component
Cooperation
interacts effectively with peers
works harmoniously with work group
develops positive working relationships
well accepted by other members of the department
promotes harmony among associates
builds trust and rapport
is an excellent team player
is the department “good will” ambassador
extremely cooperative with employees at all levels of the organization
respects the opinion of others
is recognized as a cohesive influence
demonstrates participatory approaches
encourages participation
promotes cooperation
exercises influence for teamwork and positive working relationships
works effectively with others
is supportive of organization
is a positive customer service representative

Initiative
looks to improve work processes
strongly motivated to achieve results
motivation allows individual to consistently exceed standards
is a driving force for job accomplishment
displays desire and determination
strives for maximum effectiveness

gives a focused effort
seeks total involvement
turns past failures into successes
capitalizes on opportunities
doesn’t see problems only opportunities
operates effectively under any condition
displays positive energy for maximum results
builds employee enthusiasm
is a consummate achiever
is results oriented and always focused
is a self-starter
maintains self-motivation
is hard driving, ambitious

Work Environment and Safety
demonstrates strong safety consciousness
maintains strict adherence to safety guidelines and regulations
contributes with ideas on protecting and improving workplace safety
always keeps a safe and neat work area
uses and promotes all safety techniques and equipment
helps others in recognizing safety requirements and responsibilities
makes safety suggestions
keeps current on the latest techniques to insure safety of workers
supports safety education and awareness

Overall Performance
possesses many talents and capabilities
demonstrates competence in many areas
has the ability to perform a wide variety of assignments
handles all assignments in a highly professional and competent manner
displays versatile expertise
handles all assignments and change with competence, enthusiasm and dedication
loyalty and dedication make this employee one to be proud of
is a seasoned professional that consistently demonstrates a dedication to our organization
quality of work reflects high professional standards
The Poor Performer
- fails to demonstrate...
- demonstrates a limited knowledge of...
- is not meeting performance standards
- is below performance expectations given education, experience and time on job
- has had difficulty in mastering...
- fails to abide by rules and regulations as they pertain to...
- avoids opportunities...
- resists....
- is negative toward....
- shows little....

is inconsistent in ...
needs to focus on....
must avail him/herself of the opportunity...
must demonstrate...
is unable to ...
areas for improvement
job advancement would be accelerated if
opportunities for skill enhancement include:
areas to work on are...
 improvement could be noted in the areas of :
performance remediation is necessary in...
performance improvement should be focused on...

Writer's Corner - Words That Can Help

Adjectives
accurate  courageous  exciting  logical  positive  strong
adaptable  courteous  extraordinary  loyal  practical  successful
adept  creative  fair  mature  precise  superb
alert  decisive  fine  meaningful  productive  superior
ambitious  dedicated  flexible  motivated  professional  supportive
analytical  definite  genuine  objective  progressive  tactful
articulate  dependable  great  observant  prudent  thinking
capable  determined  hands-on  open-minded  punctual  thorough
challenging  diligent  harmonious  optimistic  realistic  trustworthy
charismatic  discreet  helpful  organized  reliable  truthful
competent  dynamic  honest  outstanding  resourceful  understanding
complete  eager  imaginative  patient  respectful  unique
composed  effective  important  perceptive  responsive  utmost
concise  efficient  industrious  perfect  self-confident  valuable
confident  energetic  ingenious  persevering  sincere  versatile
conscientious  enterprising  innovative  persuasive  sound  well-liked
consistent  enthusiastic  involved  pleasant  special  worthy
constructive  excellent  keen  poised  state-of-the-art
cooperative  exceptional  knowledgeable  polished  stimulating

Action Verbs
accomplishes  analyzes  assigns  challenges  contributes  determines
achieves  anticipates  assists  checks  cooperates  develops
acquires  applies  assures  coaches  coordinates  directs
acts  approves  attains  commands  copes  discusses
adapts  arranges  authorizes  completes  creates  displays
adjusts  articulates  builds  comprehends  dedicates  disseminates
administrates  aspires  calculates  conducts  delegates  distinguishes
advises  asserts  carries out  considers  demonstrates  effects
elicits, emphasizes, employs, empowers, emulates, encourages, enhances, enlightens, enriches, establishes, evaluates, excels, exhibits, expects, explores, expresses, facilitates, focuses, follows-up, suggests, insures, interacts, interprets, investigates, knows, learns, generates, gives, grasps, guides, handles, helps, identifies, implements, improves, influences, initiating, organizes, overcomes, oversees, participates, perceives, performs, plans, possesses, makes, manages, meets, motivates, negotiates, observes, obtains, optimizes, realizes, orchestrates, recommends, reflects, reinforces, relates, supervises, relies, supports, sustains, thinks, trains, treats, understands, uses, utilizes, verifies, stimulates, strengthens, strives, submits, supervises, supports, sustains, thinks.