

100 STARTER PHRASES TO ALIGN EMPLOYEE PERFORMANCE & GOALS

There are so many ways to start giving employees better feedback, but one of the best is to use starter phrases to align the employee's role and goals immediately to set the tone of the conversation.

Below are the 5 employee stages: **entry-level/average employee, high performing employee, management, director and executive**. While the last three can go hand in hand depending on your organizational structure, you'll notice the feedback goals elevate the further you get down the list.

The next time you need to give employee feedback, try these phrases. If you notice you're giving feedback from a stage 4 or stage 5 level to a stage 1 or 2 employee, it might be time to consider a promotion. Vice versa, if some of the same performance conversations you're having with a Stage 4 or 5 employee are more around the Stage 1 or 2 area, you may have a performance issue.

1 Entry-Level Performance Feedback Phrases

- Recognizes the needs of others and reaches out to lend a helping hand
- Establishes effective working relationships
- Generates synergy
- Builds on mutual dependence and understanding
- Promotes the company culture among peers
- Effectively communicates expectations
- Excels in facilitating group discussions
- Keeps meetings action oriented by [task]
- Effectively communicates upward, downward, and laterally
- Enforces company policies and values without creating negative reactions
- Encourages collaboration with the team
- Shares ideas and techniques
- Builds strong relationships with others by [task]
- Displays a harmonious and cooperative spirit by [task]
- Gladly shares expertise

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High-Performing Employee Feedback Phrases

- Exceeds normal output standards
- Continuously produces more than expected
- Is an important contributor to the successes of the department
- Makes a substantial contribution to the continued operation and growth of the organization
- Consistently exceeds performance goals
- Consistently meets all deadlines
- Prepares meeting agendas that are concise and time saving
- Keeps meetings on schedule
- Respects the time of others
- Makes effective use of discretionary time
- Displays an ability to learn rapidly and adapt quickly to changing situations
- Shares learning experience with peers
- Promotes a learning culture
- Committed to continuously learning through [example]
- Responds quickly to new instructions, situations, methods, and procedures
- Completed X project with X results
- Sets realistic timetables to keep projects on target
- Is transparent with a project's progress
- Makes effective use of all available resources when given a project
- Clearly establishes project goals and objectives
- Displays a practical approach to solving problems
- Develops creative solutions
- Turns problems into opportunities
- Effectively solves problems rather than symptoms
- Is skilled in proposing optional solutions
- Achieves optimal levels of performance and accomplishment with / for ...
- Provides strong evidence of [specific accomplishment]
- Excels at developing programs / strategies that have delivered X results
- Improved production by X% through [specific task]
- Exceeded the original goal of X by X% through [specific task]
- Displays a harmonious and cooperative spirit by [task]
- Gladly shares expertise

3

Management Feedback Phrases

- Gives consistent recognition to employees
- Maintains a work situation which stimulates the growth of individual employees
- Makes certain that employees have a clear understanding of their responsibilities
- Is readily available for support to employees
- Recognizes and deals with signs of employee burnout
- Provides team with support through [example]
- Collaborates with individual team members to establish a development path
- Holds employees accountable for their own results
- Provides team with the resources needed to attain results
- Provides support during periods of organizational change
- Empowers employees with the authority and resources to achieve X results
- Helps employees gain visibility through [task]
- Encourages employees to solve their own problems
- Delegates to match personal strengths
- Delegates with clearly defined responsibility and authority
- Shows a sincere interest in employees and the solutions to their problems
- Lends support and guidance to employees by [task]
- Uses sound coaching techniques to solve disciplinary problems
- Provides continuous coaching
- Is highly respected by employees for sharing concerns, problems, and opportunities

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Director Feedback Phrases

- Develops continuous improvement methods
- Develops totally new strategies
- Continues to grow and improve
- Devises improved means of accomplishing results
- Is continuously planning for improvement
- Displays an ability to learn rapidly and adapt quickly to changing situations
- Shares learning experience with peers
- Promotes a learning culture
- Committed to continuously learning through [example]

- Responds quickly to new instructions, situations, methods, and procedures
- Develops innovative strategies such as [example] ...
- Is very innovative under adverse conditions
- Seeks innovative solutions
- Fosters a curiosity for innovative possibilities
- Promotes innovation by [example]
- Seeks creative alternatives such as [examples] that drove [results]
- Clever and imaginative when confronted with obstacles
- Is continuously experimenting to drive [results]
- Initiates and executes creative ideas such as [example]
- Seeks new ideas and approaches

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Executive Level Feedback Phrases

- Develops workable action plans
- Creates flexible plans to meet changing opportunities
- Effectively puts plans into action
- Excels in developing strategic alternatives
- Effectively formulates strategies, tactics, and action plans to drive X results
- Excels in living the organizational values
- Promotes strong support of company's mission and vision
- Is able to turn visions into actual action plans
- Demonstrates an ability to transfer vision into execution
- Excels in contributing to the company's goals
- Is capable of distinguished performance in a higher-level position
- Has reached the level for promotional consideration
- Is capable of handling bigger projects and assignments
- Is making a strong effort to acquire greater experience and skills to increase potential for advancement
- Is enhancing growth potential through additional education and training

**The above mentioned phrases were derived from [Effective Phrases For Performance Appraisals](#)*