

Thought Stimulators for Performance Reviews

Skills Evaluation

Managerial

Planning:

Implements plans according to timetable. Tracks objectives accurately.
Needs to use more realistic timelines. Create objectives that lead to goals.

Controlling:

Measurement systems meet production guidelines. Attends to details daily.
Submit all reports according to schedule. Exceeded material budget by 2%.

Organizing:

Created schedule for 3rd shift that saved 2000 hours annually. Delegated inspection to lead man. Annual evaluations one month behind schedule.

Leading:

Reduced grievances filed by 25% in the last six months. Started monthly meeting with 1st shift. Needs to be present at work at least five minutes before the start of the shift.
Demonstrate compliance with Company policy.

Motivating:

Reduced turnover in his department by 5%. Recognizes employees' work anniversary date. Should always speak to co-workers in a respectful tone. Address employees by name.

Decision-making:

Gathers the necessary facts before making decisions. Brings one or two solutions when he has a problem. Maintenance decision cost the company 4 hours in production time. Doesn't always think of alternatives.

Problem Solving:

Always seeks the root cause of problems. Has delegated some problem solving to his lead man. Sometimes too hurried in solving problems. Needs to create implementation plans.

Participation:

Involves the opinions of others in decisions that involve his team. Spends time with his team before and after his shift. Could use input from others instead of doing it all himself. Should spend time with the shipping department to learn the staging process.

Interpersonal

Initiative:

Works each day from a plan. Looks for other projects to do when finished with one. Needs to have each step explained in detail. Should use free time to complete Level 4 maintenance list.

Innovative:

Regularly looking for new ways to improve production. Re-assigned labor pool employees to cut costs. Could be more willing to accept new assignments.

Aggressiveness:

Once he has his instructions, he works until he achieves his goal. Always looking to advance or be promoted. Needs constant reminders of what his goal is. Required 3 personnel action notifications for late paperwork.

Oral Communication:

Very respectful and even-tempered when confronted with a different opinion. Demonstrates active listening. Consistently explains instructions in too much detail. Can be argumentative and hypercritical.

Written Communication:

Handwriting is neat and easy to read. Reports are submitted on the proper form, following procedure. Reports are frequently late and inaccurate. Projects often have incomplete or missing support documents.

Teamwork:

States common goals nightly. Provides training to new employees according to the training plan. Insists on doing too much of the work himself. Speaks negatively about other departments in the plant.

Adaptability:

Conformed to the new production schedule with only positive feedback. Used down time to perform safety checks. Has difficulty making changes in his routine.

Words or Verbs to help start action sentences:

Develop	Create	Starts	Works	Makes	Produces
Meets	Exceeds	Needs	Train	Improve	Access
Initiates	Solves	Coordinate	Adapts	Supervise	Troubleshoot
Review	Clarify	Maintain	Understand	Show	Demonstrate
Issue	Utilize	Direct	Measure	Attain	Coordinate
Adjust	Motivate	Establish	Counsel	Consult	Prepare
Enforce	Analyze	Evaluate	Inspect	Assume	Calculate
Write	Plan	Implement	Design	Monitor	Repair

Follow

Mediate

Lay out

Ship

Conform

Deliver