
50 Examples of employee evaluation comments that boost performance

PROFIT.CO

— Sample comments on Time management

5 Positive comments

1. You consistently hand in work to agreed deadlines, which helps to keep the entire department on schedule
2. You're able to complete urgent tasks with the same high-quality and detail that we often see from your regular duties
3. You exceeded our expectations by completing your work ahead of the deadline without compromising on quality
4. You consistently plan meetings to ensure that they don't run over their allotted time, which helps us all to stay on track with our work
5. You're always mindful of your coworkers' deadlines and time constraints, and ensure that you don't interrupt their concentration unless it's urgent

5 'Areas of Improvement' Comments

1. You sometimes choose to prioritize easy tasks ahead of urgent ones
2. You appear to struggle to estimate how long it will take you to complete tasks, meaning you regularly run over your agreed deadlines
3. Since deadlines have become tighter, your work has decreased in quality to ensure you can hand it in on time
4. You don't appear to be using our scheduling tools to help you plan your tasks, which may explain why some appear rushed and others are handed in early
5. You appear to struggle to delegate tasks as part of your projects, which means projects are rarely completed on time

— Sample comments on Productivity

5 Positive comments

1. You volunteered to take on additional work for [project] to ensure that it was a success
2. You're extremely detail-oriented and ensure you do your due diligence with research without it impacting the quality of your work
3. You're well researched in industry trends, and you consistently apply this knowledge to ensure that our projects perform well
4. You're not afraid to suggest new processes and practices that will help the team be more productive
5. Your work consistently exceeds our expectations with your clear focus on customer needs and company goals

5 'Areas of Improvement' Comments

1. Your work has recently been lacking in detail and doesn't conform to company standards
2. You rarely offer to take on additional tasks that are needed from you by your coworkers and department
3. You don't work at a consistently high enough standard, which puts additional strain on other departments
4. You work at a consistently slow pace, leaving you to rush to complete tasks before the deadline which is detrimental to the standard of your work
5. You've been spending a significant amount of time talking to your coworkers instead of completing tasks

— Sample comments on Attitude

5 Positive comments

1. Your coworkers speak highly of you and your willingness to share your knowledge and help, even when you've got tight deadlines to work to
2. You're appreciated around the office for brightening everyone's day and making people smile
3. You perform well under pressure, and your calm demeanor during stressful situations helps all of us to perform better
4. When you disagree with others, you do so in a way that's respectful, graceful, and minimizes offence
5. You have an infectious can-do attitude that has helped numerous projects succeed, even when circumstances were against you

5 'Areas of Improvement' Comments

1. Your negative attitude towards our current project appears to have reduced morale on the team. When things go wrong,
2. you struggle to take any responsibility for your actions and place the blame on others
3. You don't take other people's ideas and opinions into consideration when you're planning projects or working on tasks
4. You struggle to speak up and voice your opinions when you're working in a team
5. You regularly interrupt people in meetings, which is having a negative impact on the morale of your colleagues

— Sample comments on Proactivity

5 Positive comments

1. You're always the first person to sign up for new training and development courses
2. You're always working to exceed the goals we set during our performance review meetings
3. During the development of [project], you campaigned for [feature] to be included despite it not being in the original plan, which was a massive success with our customers
4. You regularly highlight and come up with solutions for inefficiencies in our internal processes
5. You come up with creative solutions to problems you face during your job without compromising on company values or ethics

5 'Areas of Improvement' Comments

1. You rarely sign up for any new training that might benefit you and your knowledge of your position
2. You don't seek out new training or development opportunities despite discussing the need for them in previous performance review meetings
3. You rarely meet the goals that we set together during performance review meetings, and don't suggest ways that you think you can improve
4. You tend to avoid projects and tasks that require you to conceptualize out-of-the-box solutions
5. You don't contribute to the discussion when we are working together during the planning stages of a new project

— Sample comments on Attendance

5 Positive comments

1. You're never late to a meeting, which helps everyone to stay on schedule
2. You always arrive to work on time, and you make sure to call ahead with plenty of notice if you can't come into work
3. You make sure that you keep to your schedule as closely as possible, but you're also willing to be flexible if needed
4. You regularly arrive early to work so you have time to set up before you need to start attending to your tasks
5. You regularly offer to cover shifts for your coworkers in case of emergency

5 'Areas of Improvement' Comments

1. You struggle to turn up for work on time, which has a detrimental effect on your schedule for the rest of the day
2. You show up late to meetings, which is disruptive and inconsiderate to your colleagues
3. You regularly exceed your scheduled lunch break, and this usually results in you struggling to hit your daily deadlines
4. Over the last few weeks/months, you have regularly been in breach of the company's attendance policy
5. When you've had to call to report that you cannot attend work, you've breached the company's attendance policy by not giving enough notice

To learn more about Performance Management

Visit our blogs

[Performance Management](#)