

Exercise: Vague vs. Specific Statements in a Performance Evaluation

Example 1:

Vague: The employee always turns in late reports.

Specific: On seven separate occasions, the employee has missed the deadline to submit her reports for review, despite being reminded of the deadlines a week before they were due. These missed deadlines caused support staff to work 2 additional hours of overtime.

Example 2:

Vague: The employee performs well.

Specific: The employee has consistently received above 95% customer satisfaction survey results from the customer surveys during this rating period.

1. **Vague:** Employee has a bad attitude.

Specific:

2. **Vague:** Employee is amazing!

Specific:

3. **Vague:** No one gets along with this employee.

Specific:

