

3,000 Power Words, Phrases, And Sentences For Effective Performance Reviews: Ready To Use Language For Successful Employee Evaluations

Perpersonal development expert and English enthusiast Dan Strutzel will instruct, enlighten, and inspire you with a concentrated 30-day program that will teach you over 500 words

Do you know what "quatrefoil" and "impolitic" mean? What about "halcyon" or "narcolepsy"? This book is a handy, easy-to-read reference guide to the proper parlance for any situation. In this book you will find: Words You Absolutely Should Know (covert, exonerate, perimeter); Words You Should Know But Probably Don't (dour, incendiary, scintilla); Words Most People Don't Know (schlimazel, thaumaturgy, epergne); Words You Should Know to Sound Overeducated (ad infinitum, nugatory, garrulity); Words You Probably Shouldn't Know (priapic, damnatory, labia majora); and more. Whether writing an essay, studying for a test, or trying to impress friends, family, and fellow cocktail party guests with their prolixity, you will achieve magniloquence, ebullience, and flights of rhetorical brilliance.

The average manager doesn't have time to take classes or read lengthy volumes on managing techniques. Instead, you need to know right now what to say to coach and motivate your employees. With hundreds of ready-to-use phrases you can use in a wide variety of situations, The Complete Book of Perfect Phrases for Managers is the ultimate reference for motivating, managing, and growing employees.

The tools you need to enrich the performance-appraisal experience as you streamline the process Whether you're a manger looking to implement employee appraisals for the first time, concerned with improving the quality and effectiveness of the appraisal process, or simply trying to save time and mental anguish Performance Appraisals & Phrases For Dummies provides the tools you need to save time and energy while presenting fair and accurate evaluations that foster employee growth. This convenient, portable package includes a full-length appraisal phrasebook featuring over 3,200 spot-on phrases and plenty of quick-hitting expert tips on making the most out of the process. You'll also receive online access to writable, customizable sample evaluation forms other timesaving resources. Includes more than 3,200 phrases for clear, and helpful evaluations Helps make evaluations faster, more effective, and far less stressful Offers far more advice and coaching than other performance appraisal books Serves as an ideal guide for managers new to the appraisal process With expert advice from Ken Lloyd, a nationally recognized consultant and author, Performance Appraisals and Phrases For Dummies makes the entire process easier, faster, and more productive for you and your employees.

A Guide for Aspiring Intellectuals

PowerPhrases!

30 Days to a More Powerful Business Vocabulary

The Complete Book of Perfect Phrases Book for Effective Managers

The Leader Phrase Book

The Performance Appraisal Tool Kit

Ready-to-use Words and Phrases that Really Get Results

Compiles phrases that can be used to properly convey respect and promote success in business, negotiation, or everyday life.

A Warm and Practical Guide to Writing the Perfect Card Message Are you at a complete loss for words when a birthday card or congratulatory card circulates at the office? When was the last time you mailed a "thinking of you" card to a faraway family member, just to say hello? What should you write to a grieving friend? How do you comfort a colleague in a time of need? Every greeting card needs a personal, handwritten message to make it complete. In this comprehensive, encouraging guide, journalist and lifestyle expert Sandra Lamb offers a wealth of advice, inspiration, and examples for anyone who wants to add the perfect personal touch to their card messages---as well as anyone who wants to know the etiquette of when and what to write. Something as small as a heartfelt message on a greeting card can help remedy our hectic, e-mail--dependent lives. Lamb provides tips and sample messages for every occasion under the sun, both happy and somber (thank-you, birthday, birth and adoption, condolence), and explains the meanings of possibly unfamiliar holidays and religious rituals to aid in the writing of appropriate messages. This personal, indispensable guide will help you rekindle the joy of putting pen to paper and truly connect with loved ones and friends.

Electrify all your leadership communications... at every level, in every encounter The right verbs • help you build outstanding teams • achieve stunning performance • exude passion and confidence that make others want to follow Grab the right verb and use it the right way to: Drive home your message, whatever it is Energize teams and workforces Promote collaboration to maximize performance Catalyze change at every level Jam-packed with examples drawing on thousands of years of storytelling, literature, and experience Indispensable for everyone who intends to be a truly great leader

The key to a harmonious, highly effective work environment is not by ensuring you work among carbon-copies of yourself whose personalities never clash with one another or with you. That pipe dream could not ever happen, nor would it result in a successful team collaboration even if it could.

Instead, most of us are going to work today with individuals who at times come across as incompetent, lazy, spotlight-hugging, whiny, or backstabbing. And then tomorrow we go to work with them again . . . and again . . . and again.Like it or not, the bulk of our waking hours are spent with people at work--people who can grate on our nerves. Therefore, learning to interact effectively with difficult employees, colleagues, and bosses is an absolute essential for our success. With Powerful Phrases for Dealing with Difficult People, anyone can learn how to confront head-on the difficult situations that can arise when dealing with these personalities, before they fester and spread. Helpful features inside this practical and easy-to-use book include:• Thirty common personality traits, behaviors, and workplace scenarios along with the phrases that work best with each • Nonverbal communication skills to back up your words • Sample dialogues that demonstrate how phrasing improves interactions • A five-step process for moving from conflict to resolution • "Why This Works" sections that provide detailed explanationsButton-pushing situations are going to come up today at work--and tomorrow too. Don't let them rent space inside of you and turning everything to mold. Instead, choose to deploy simple phrases to regain control and resolve conflicts. When you do, you, your colleagues, and your company will be all the better for it!

Etymological Entertainment for Every Day of the Year

Redesigning Your Performance Review Template to Drive Individual and Organizational Change

How To Say It Performance Reviews

The Big Book Of Words You Should Know To Sound Smart

2,000+ Phrases For Any HR Professional, Manager, Business Owner, or Anyone Who Has to Deal with Difficult Workplace Situations

Cambridge Advanced Learner's Dictionary KLETT VERSION

2600 Phrases for Effective Performance Reviews

Have you ever needed to express yourself but did not because you could not find the right words? Have you ever walked away from a situation and thought of the perfect thing to say AFTER it was too late? Have you ever given a long explanation and wondered-is there a faster, more effective way to communicate? PowerPhrases! is the answer to those problems and questions. PowerPhrases! provides a toolbox of the perfect expressions to get your point across clearly and confidently. This book provides powerful words when you need them most. You will learn the exact words to assure common understanding, clear up conflict, establish a connection, get what you want and refuse what you don't want. Knowing what to say results in increased confidence, enhanced self-esteem, refinement and professionalism and the ability to slide out of sticky situations with grace and ease.

PowerPhrases(tm)! tells you exactly what to say.

'Susie Dent is a one-off. She breathes life and fun into words and language' Pam Ayres 'Susie Dent is a national treasure' Richard Osman Welcome to a year of wonder with Susie Dent, lexicographer, logophile, and longtime queen of Countdown's Dictionary Corner. From the real Jack the Lad to the theatrically literal story behind stealing someone's thunder, from tartle (forgetting someone's name at the very moment you need it) to snaccident (the unintentional eating of an entire packet of biscuits), WORD PERFECT is a brilliant linguistic almanac full of unforgettable stories, fascinating facts, and surprising etymologies tied to every day of the year. You'll never be lost for words again.

PLEASE NOTE - this is a replica of the print book and you will need paper and a pencil to complete the exercises. This absolutely essential language guide and workbook will expand your English vocabulary in no time. Spilling over with thousands of entries for useful words and phrases, this is the perfect study aid for any adult learning English as a foreign language.?? With 3,000 words across hundreds of pages, English Vocabulary Builder brings you everything you need to know and much, much more. From activities, family, holidays, science, and work to animals, feelings, health, sports, and weather, just about every subject in the English language is covered in eye-catching, illustrative detail. All the vocabulary is shown with both UK and US spellings, and every word can be heard with its own audio recording in the accompanying app available for download. Additional interactive exercises ensure language learning is an easy, entertaining, and educational experience. ??This book is part of DK's best-selling English for Everyone series, which is suitable for all levels of English language learners and provides the perfect reading companion for study, exams, work, or travel. With audio material available on the accompanying website and Android/iOS apps, there has never been a better time to learn English.

This reference and practice book contains 60 attractive two-page units featuring approximately 1,000 phrasal verbs. This new level of English Phrasal Verbs in Use is specifically designed for advanced level students looking to improve their knowledge of this often difficult area of the English language.

The book includes many phrasal verbs useful to students preparing for the Cambridge CAE, CPE and IELTS examinations.

Ready-to-Use Language for Successful Employee Evaluations

Perfect Phrases for Documenting Employee Performance Problems

Writing Performance Reviews

3000 Power Words and Phrases for Effective Performance Reviews

Power Verbs for Managers and Executives

3,000+ Powerful Phrases That Put You In Command In Any Situation

Speech & Language Processing

Your search for the right word in French is over Stop hunting blindly through ordinary bilingual dictionaries! From current affairs to shopping, travel to romance, Must-Know French gives you instant access to the precise word you need when you need it. You'll never be at a loss for words again . . . in the classroom la dissertation (essay) la calculatrice (calculator) . . . at the office la télécopieuse (fax machine) l'augmentation (pay raise) . . .

when talking about the environment l'habitat (habitat) l'effet de serre (greenhouse effect) . . . when discussing politics l'immigration (immigration) le pouvoir exécutif (executive power) . . . while out shopping le

remboursement (refund) de tous les jours (casual)

3000 Power Words and Phrases for Effective Performance ReviewsReady-to-Use Language for Successful Employee EvaluationsTen Speed Press

It's review time again, and yet you can't find the time or the energy to write those appraisals. You draw a blank when faced with those intimidating HR forms. You struggle to document productivity and behavioral issues.

You wish there were an easier way. With Performance Appraisals That Work, you'll never fight to find the right words for evaluations again. Chock full of more than 150 sample performance appraisals for all job types, this

comprehensive reference guide gives you everything you need to write appropriate evaluations with ease and accuracy - from documenting and rewarding stellar performance to laying the groundwork for disciplinary

action. Writing employee performance reviews need never stress you out again. With Performance Appraisals That Work, you'll improve the quality of your evaluations, save time and increase your productivity, and stop

dreading review time for good.

No one wants to go into a tenuous situation blind and fumbling for words. Rather than shy away from a difficult situation or conversation, The Conflict Resolution Phrase Book, is the ideal resource to help anyone prepare

for and prevail in these situations. Some situations are unpredictable, and you can't plan for every conversation--but having the right words on hand empowers you to stand up to conflict rather than run from it. The more

you practice confronting and even embracing conflict, the stronger that habit will become and the less likely you will feel like fleeing from a difficult situation. The Conflict Resolution Phrase Book is a great resource that

everyone should have at their fingertips to approach any difficult situation with the assurance that the words will come out right! You will learn: Positive things to say when you're initiating or responding to a difficult

conversation. How to find and craft language to start a conversation. The right words for you to positively influence the situation. The Conflict Resolution Phrase Book is a natural complement to the authors' previous best-

seller, The Essential Workplace Conflict Handbook.

Vocabulary and Phrase Book in English and Burmese

Features 150 Samples for Every Situation

Over 3,000 Words Every Person Should be Able to Use (And a few that you probably shouldn't)

How to Write It, Third Edition

How to Write it

The Essential Performance Review Handbook

Performance Appraisals That Work

Hands-on help for quicklyand persuasivelywriting company-mandated performance appraisals Writing performance appraisals is one of the most difficult and time-consuming tasks managers face. Perfect Phrases for Performance Reviews simplifies the job, providing a

comprehensive collection of phrases that managers can use to describe employee performance, provide directions for improvement, and more. For example: "Sets priorities well" "Misses important deadlines" "Thorough, reliable, and accurate" All managers and HR

professionals will value the book for its: Hundreds of ready-to-use phrases, organized by job skill and performance level Tips for documenting performance issues and conducting face-to-face reviews Easily adapted performance review templates covering five

performance levels With the wide-ranging assortment of descriptions available in this book, managers will be able to find the perfect terms to help them analyze and understand the work performance of each person they work with.

The Essential Performance Review Handbook will help you understand why performance reviews serve as an important business tool; motivate personnel and increase productivity; help achieve your company goals; improve manager-employee communication; and

reduce your risk of legal liability.

A well-crafted performance plan has the power to dramatically impact a company's bottom line by increasing efficiency and effectiveness in the workplace. This uniquely practical book provides a customizable appraisal template covering the essential areas of

performance and conduct and reveals how you can adapt it to fit varying business strategies. Taking into account factors such as workforce composition, company growth stage, and organizational goals and challenges, The Performance Appraisal Tool Kit shows you how to

* Profile ideal employee performance and behavior * Design competencies that power performance, both at the individual and enterprise level * Drive future change by setting your organization's strategic direction * Retool the appraisal as needed to ratchet up

expectations over time Complete with model performance templates that make redesigning your current program simpler, this one-of-a-kind guide will help you create a dynamic appraisal system that's flexible and adaptable enough to accommodate market changes,

revised priorities, and increasing productivity targets. This book is approved for HRCI Recertification Credit. See the SHRM store website for details.

The Leader Phrase Book contains more than 3,000 dynamic phrases that will enable you to prevail in virtually all of life's important situations. You will be in command of your words and always stay ahead of the game. With this passport to success, you will begin a new

journey on which you are among the charismatic, the untouchable...the elite. This easy-to-use reference book will give you a new image you can take pride in helping you to quickly reach your full leadership potential. You will have all the weapons to effectively succeed

whenever vibrant, forceful language is required. It works like magic! The Leader Phrase Book will teach you how to: Speak like a leader Master all conversations Attain a charismatic presence Gain the respect of others Achieve a lightning-fast rhetoric Find the right

phrases instantly Argue effectively Be the envy of all you meet The Leader Phrase Book is the culmination of ten years of Patrick's personal research on how leaders communicate. It is the summation of his efforts to share one of the most invaluable skills in life: "how to

put yourself in command."

English as a Global Language

The Yale Book of Quotations

3000+ Powerful Phrases That Put You in Command

Powerful Phrases for Dealing with Difficult People

Ready-to-Use Words and Phrases That Really Get Results

Oxford Word Skills. Intermediate. Per Le Scuole Superiori. Con CD-ROM

A Quick and Handy Resource for Any Manager Or HR Professional

Written by two top business trainers, this guide reveals the strategies and language skills needed to make the most of performance appraisals - for both the reviewers and the reviewed. It

breaks the process into five simple steps and explains what to say with hundreds of winning phrases organized by topic (and hundreds of counterproductive phrases too). Also included is

advice on preparing an agenda, body language, and tone of voice - plus true success and horror stories.

This user-friendly book is filled with guidelines to help you write performance objectives, reviews, appraisals, and other performance documentation. The book's tips and tools help you find

language that's clear, descriptive, objective, and acceptable in today's workplace. Examples, questions, and activities will help you learn on your own, with your team, or with others in

your organization.

Write personal and professional communications with clarity, confidence, and style. How to Write It is the essential resource for eloquent personal and professional self-expression. Award-

winning journalist Sandra E. Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication.

Completely updated and expanded, the new third edition offers hundreds of handy word, phrase, and sentence lists, precisely crafted sample paragraphs, and professionally designed document

layouts. How to Write It is a must-own for students, teachers, authors, journalists, bloggers, managers, and anyone who doesn't have time to wade through a massive style guide but needs a

friendly desk reference.

This original book provides a whole new way of looking at business problems and ideas. Dan Roam demonstrates how thinking with pictures can help you discover and develop new ideas, solve

problems in unexpected ways, and dramatically improve your ability to share your insights with others. Used properly, a simple drawing on a humble napkin is more powerful than Excel or

PowerPoint. It can help us crystallise ideas, think outside of the box, and communicate in a way that other people simply "get". Drawing on 20 years of visual problem solving combined with

recent discoveries in vision science, Roam shows us how to clarify a problem or sell an idea by visually breaking it down using a simple set of visualisation tools. His strategies take

advantage of everyone's innate ability to look, see, imagine and show

Phrases and Strategies for Painless and Productive PerformanceReviews

3,000+ Powerful Phrases That Put You In Command

Write the Right Words

Over 325 Ready-to-Use Words and Phrases for Working with Challenging Personalities

English Phrasal Verbs in Use: Advanced

A Complete Guide to Everything You'll Ever Write

Must-Know French

A comprehensive yet accessible handbook for writing and conducting meaningful, effective performance reviews, geared toward managers of all levels, from the author of How to Write It. Performance reviews are one of the best tools managers have to shape company talent and culture, develop strong channels of communication with employees, and create systemic change. However, the stress and struggle to find just the right words is often what managers and HR professionals dislike most about conducting employee evaluations. In this pithy, user-friendly handbook, author and writing teacher Sandra E. Lamb lays out the best methods and proven tactics to administer productive evaluations that benefit both parties--and the company. Lamb teaches managers how to design scoring systems for employees that track progress with hard data, how to best prepare for and conduct both in-person and written reviews, and the key words to use. Covering hard and soft skills, 3000 Power Words and Phrases for Effective Performance Reviews includes lists of powerful phrases and words that clearly describe performance--both positive and negative--including sections targeted to specific industries and jobs. This guide empowers managers at all levels to master the art of performance reviews that achieve results.

The Cambridge Advanced Learner's Dictionary gives the vital support which advanced students need, especially with the essential skills: reading, writing, listening and speaking. In the book: * 170,000 words, phrases and examples * New words: so your English stays up-to-date * Colour headwords: so you can find the word you are looking for quickly * Idiom Finder * 200 'Common Learner Error' notes show how to avoid common mistakes * 25,000 collocations show the way words work together * Colour pictures: 16 full page colour pictures On the CD-ROM: * Sound: recordings in British and American English, plus practice tools to help improve pronunciation * UNIQUE!

Smart Thesaurus helps you choose the right word * QUICKfind looks up words for you while you are working or reading on screen * UNIQUE! SUPERwrite gives on screen help with grammar, spelling and collocation when you are writing * Hundreds of interactive exercises

Whether it's interviewing for a job, evaluating employee performance, setting goals for the future, or keeping customers happy, the Perfect Phrases series has the tools for precise, effective business communication. Distilling complex ideas into specific phrases that diplomatically and honestly depict the concepts at hand, this invaluable series provides: Ways to enhance customer service in any business Dialogues and scripts to practice interactions with customers or employees--tailorable to any industry or company culture The best answers to a wide range of interview questions Tips for documenting performance issues and conducting face-to-face reviews This quick-reference tool is perfect for managers who need to find effective ways to document performance problems and then be able to offer practical, helpful feedback to those individuals. The Manager's Phrase Book is a collection of thousands of ready-to-use phrases that will enable you to move into the ranks of today's most competent managers. You will have control of any situation at a moment's notice, regardless of your position in the corporate world. You will have all the weapons you need to succeed where vibrant, meaningful, appropriate, and, perhaps above all, precise language is required. With this passport to success, you will begin a new game in which you are among the charismatic, the untouchable--the elite. The Manager's Phrase Book is an amazingly fast paced, easy-to-use reference book that will help you to: Use the correct words at all times Conquer conflict Take on challenges and challengers Build bridges between people Address sticky situations Further your own career And so much more The Manager's Phrase Book makes it easy for you to break out of the mundane world of management and to take on all comers. It is the latest compilation of Patrick Alain's research on how managers really communicate in today's world. The Manager's Phrase Book

Back of The Napkin: Solving Problems and Selling Ideas with Pictures
The 500 Words You Need to Transform Your Career and Your Life
Performance Appraisals and Phrases For Dummies
Hundreds of Verbs and Phrases to Communicate More Dynamically and Effectively
A Complete Guide to Style, Grammar, and Usage at Work

A new three-level series in which students learn and practise the words and phrases they need to know at Basic, Intermediate, and Advanced levels. Each level of Oxford Word Skills enables students to:

"Not many living artists would be sufficiently brave or inspired to attempt reflecting in art what Borges constructs in words. But the detailed, evocative etchings by Erik Desmazieres provide a perfect counterpoint to the visionary prose. Like Borges, Desmazieres has created his own universe, his own definition of the meaning, topography and geography of the Library of Babel. Printed together, with the etchings reproduced in fine-line duotone, text and art unite to present an artist's book that belongs in the circle of Borges's sacrosanct Crimson Hexagon - "books smaller than natural books, books omnipotent, illustrated, and magical."--BOOK JACKET.Title Summary field provided by Blackwell North America, Inc. All Rights Reserved

Whether you're an HR professional or a manager, chances are there's one task you really dislike: giving performance reviews. Even if you know the basic points you want to get across, finding the right words and committing them to paper is about as much fun as a trip to the dentist. But this handy little book puts thousands of ready-to-use words, phrases, descriptions, and action items right at your fingertips. Paul Falcone covers the 25 most commonly rated performance factors, including productivity, time management, teamwork, and decision making, plus job-specific parameters that apply in sales, customer service, finance, and many other areas. Not just for review time, the book will also be instrumental in creating job descriptions and development plans as well as for monitoring performance, progress, and problems year-round. Praise for Paul Falcone's Previous Books: "If the art and science of hiring and firing has become a puzzle, then author Paul Falcone [The Hiring and Firing Question and Answer Book] has the answer."-- Houston Business Journal "When you feel the need to document an employee's actions (or inactions), turn to this great tool [101 Sample Write-Ups for Documenting Employee Performance Problems]."-- Legal Management "[96 Great Interview Questions to Ask Before You Hire] takes the guesswork out of the interview process."-- Benefits and Compensation Solutions Paul Falcone is a human resources executive and has held senior-level positions with Nickelodeon, Paramount Pictures, and Time Warner. He is the author of several bestselling books, including 101 Sample Write-Ups for Documenting Employee Performance Problems, 101 Tough Conversations to Have with Employees, and 2600 Phrases for Setting Effective Performance Goals. He is a long-time contributor to HR Magazine. Visit him at www.PaulFalconeHR.com.

David Crystal's classic English as a Global Language considers the history, present status and future of the English language, focusing on its role as the leading international language. English has been deemed the most 'successful' language ever, with 1500 million speakers internationally, presenting a difficult task to those who wish to investigate it in its entirety. However, Crystal explores the subject in a measured but engaging way, always backing up observations with facts and figures. Written in a detailed and fascinating manner, this is a book written by an expert both for specialists in the subject and for general readers interested in the English language.

A Write It Well Guide

Messages from the Heart for Every Occasion

The Big Book of Words You Should Know

On Writing

The Perfect Words to Say It Right and Get the Results You Want

The Conflict Resolution Phrase Book

The Library of Babel

The ultimate word book for aspiring intellectuals! The most compendious collection of words for aspiring scholars, this book helps you hold your own in intellectual discourse. Featuring 2,400 sophisticated, obscure, and obtuse terms, each page provides you with the definitions you need to know to lock academic horns with the clerisy. From antebellum and eleemosynary to impasto and putative, you will quickly master hundreds of erudite phrases that will improve your conversational elegance. Complete with definitions and sample sentences for each entry, The Big Book of Words You Should Know to Sound Smart will elevate your lexicon as you impress the susurrations out of the perfervid hoi polloi.

So much of success in business depends on writing well. From résumés to reports, proposals to presentations, Writing Well for Business Success will help you communicate your ideas clearly, quickly and effectively. It will help you: -Distill your message into a well-targeted statement -Ace the elements of style -Write what you want to say in emails, business plans and more -Master the tricks of editing yourself Presented in author Sandra Lambs lighthearted and easy accessible style, this little book is an essential desk reference guide for the modern working world.

Provides examples and advice on writing announcements, condolences, invitations, cover letters, resumes, recommendations, memos, proposals, reports, collection letters, direct-mail, press releases, and e-mail.

This reader-friendly volume contains more than 12,000 famous quotations, arranged alphabetically by author. It is unique in its focus on American quotations and its inclusion of items not only from literary and historical sources but also from popular culture, sports, computers, science, politics, law, and the social sciences. Anonymously authored items appear in sections devoted to folk songs, advertising slogans, television catchphrases, proverbs, and others.

Word Perfect

Oxford WordPower Dictionary

English for Everyone English Vocabulary Builder

Writing Well for Business Success

Perfect Phrases for Performance Reviews

Whether you're an HR professional or a manager, chances are there's one task you really dislike: giving performance reviews. Even if you know the basic points you want to get across, finding the right words and committing them to paper is about as much fun as a trip to the dentist. But this handy little book puts thousands of ready-to-use words, phrases, descriptions, and action items right at your fingertips. Paul Falcone covers the 25 most commonly rated performance factors, including productivity, time management, teamwork, and decision making, plus job-specific parameters that apply in sales, customer service, finance, and many other areas. Not just for review time, the book will also be instrumental in creating job descriptions and development plans as well as for monitoring performance, progress, and problems year-round. Praise for Paul Falcone's Previous Books: "If the art and science of hiring and firing has become a puzzle, then author Paul Falcone [The Hiring and Firing Question and Answer Book] has the answer."-- Houston Business Journal "When you feel the need to document an employee's actions (or inactions), turn to this great tool [101 Sample Write-Ups for Documenting Employee Performance Problems]."-- Legal Management "[96 Great Interview Questions to Ask Before You Hire] takes the guesswork out of the interview process."-- Benefits and Compensation Solutions Paul Falcone is a human resources executive and has held senior-level positions with Nickelodeon, Paramount Pictures, and Time Warner. He is the author of several bestselling books, including 101 Sample Write-Ups for Documenting Employee Performance Problems, 101 Tough Conversations to Have with Employees, and 2600 Phrases for Setting Effective Performance Goals. He is a long-time contributor to HR Magazine. Visit him at www.PaulFalconeHR.com.