



PERFORMANCE APPRAISAL

Self Evaluation Phrases-1



Phrases relating to target set and achieved

- I could accomplish the tasks assigned to me effectively.
- I completed the assignment promptly and precisely.
- During the period under report, I got opportunity to learn and work effectively in new areas.
- Though the tasks assigned to me this year were challenging, I could complete them in an effective manner.
- I handled the new assignments with whole hearted preparedness and dedication / professionalism.

Phrases relating to target set and achieved

- I achieved the target set well on time and to the satisfaction of the authorities concerned.
- A sizable portion of the work allotted to me was new. Nevertheless, I could tread through these challenges successfully and completed the tasks effectively.
- The highlights of my contribution are that I could simplify and streamline many of the procedures in the areas of work which I was handling.

Phrases relating to target set and achieved

- The scientific approach adopted in streamlining the work relating to litigation (or any other topic) could control and improve the situation to a considerable extent.
- I could introduce simplified and scientific methods for analyzing the work relating to..... I believe this has improved customer satisfaction to a great extent.
- Earning credibility and confidence of the clients was an important steps in getting grip on the situation. I introduced many new methodologies to do a scientific need analysis of the situation. This helped in handling them effectually.

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