

Exceptional Evaluations

7 Steps to Evaluation Success

		B	C	D	E	A	
O	G	C	C	R	R	C	S
opening	greeting	commend	commend	recommend	recommend	commend	summary
Grab attention		What Why When	What Why When	What Why When How	What Why When How	What Why When	Signal summary Always finish on positives Be original
Be specific							