Documentation Tips

Choosing the right words for your self-evaluation can help to convey the message and make those details stand out. Using key words and descriptive phrases can help to emphasize your point. Here are some words and phrases that could help with your documentation.

Adjectives

Accurate	Excellent	Optimal
Adaptable	Exceptional	Optimistic
Alert	Extraordinary	Organized
Ambitious	Factual	Outstanding
Analytical	Fair	Perceptive
Articulate	Favorable	Perfect
Calm	Flexible	Pleasant
Capable	Foremost	Poised
Challenging	Forward-looking	Polished
Clear-thinking	Genuine	Positive
Competent	Great	Practical
Complete	Hands-on	Precise
Concise	Helpful	Productive
Confident	High	Professional
Conscientious	Honest	Progressive
Consistent	Imaginative	Proper
Constructive	Immense	Punctual
Cooperative	Important	Rational
Courageous	Independent	Reliable
Courteous	Industrious	Remarkable
Creative	Ingenious	Resourceful
Decisive	Innovative	Respectful
Dedicate	Involved	Responsive
Dependable	Keen	Significant
Determined	Knowledgeable	Splendid
Diligent	Logical	State-of-the-art
Diplomatic	Loyal	Strong
Discreet	Magnificent	Superb
Dynamic	Major	Superior
Eager	Mature	Supportive
Effective	Maximum	Tactful
Efficient	Motivated	Thorough
Energetic	Observant	Ultimate
Enthusiastic	Open-minded	Unique
		Unlimited

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Verbs

Accentuates	Complies	Gives
Accepts	Computes	Guides
Accomplishes	Conducts	Handles
Accounts	Consolidates	Identifies
Achieves	Contributes	Implements
Acts	Controls	Improves
Adapts	Coordinates	Informs
Adheres	Creates	Initiates
Administers	Dedicates	Inspects
Advances	Delegates	Insures
Advises	Demonstrates	Interprets
Analyzes	Determines	Investigates
Anticipates	Develops	Issues
Applies	Directs	Keeps
Appropriates	Discusses	Maintains
Approves	Displays	Manages
Arranges	Disseminates	Obtains
Ascertains	Distinguishes	Organizes
Aspires	Drafts	Participates
Assembles	Effects	Performs
Assigns	Elicits	Plans
Assists	Employs	Prepares
Assumes	Empowers	Prevents
Assures	Emulates	Processes
Attains	Encompasses	Produces
Attempts	Enforces	Provides
Attends	Enhances	Receives
Audits	Ensures	Recognizes
Authorizes	Establishes	Recommends
Averts	Evaluates	Records
Builds	Examines	Regulates
Calculates	Exhibits	Reports
Carries Out	Expedites	Resolves
Challenges	Expresses	Reviews
Checks	Faces	Schedules
Coaches	Facilitates	Secures
Collaborates	Formulates	Submits
Collects	Fosters	Trains
Communicates	Fulfills	Uses
Compiles	Furnishes	Utilizes
Completes	Generates	Verifies

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<u>Time Frequency</u>

Always

Usually

Frequently

Often

Continuously

Sometimes

Occasionally

Rarely

Seldom

Never