

# How to Write Performance Review Comments with AI

Sharper feedback in less time, with your judgment still in charge.

## 1 in 4

employees strongly agree they get valuable feedback

GALLUP, 2024

## 46%

of managers report higher productivity using AI tools

GARTNER, 2025

## 4.2x

more likely to outperform peers when focused on people

McKINSEY, 2024



## Write comments that land

The fundamentals of good review language

- 1 Be specific.** Replace "good job" with what happened: **zero revisions across 15 Q3 deliverables.**
- 2 Describe behavior, not personality.** Not "you're disorganized," but **the project missed several scope sections.**
- 3 Connect it to impact.** Tie the behavior to a team result or business outcome the reader cares about.
- 4 Balance every review.** Name at least one genuine strength and one real area to develop.
- 5 Cut "always," "never," and comparisons.** Measure against the role, never against a coworker.
- 6 No surprises.** Write the review as a summary of feedback you have already shared.



## Prompt an LLM well

Get a usable draft from any AI assistant

- 1 Set role and context.** Give the role, level, review period, and 2 to 3 concrete behaviors or results.
- 2 Shape the output.** Ask for specific, behavior-based comments in 2 to 3 sentences, with no generic praise.
- 3 Direct the tone.** Balanced and human: pair a clear strength with a concrete next step.
- 4 Protect privacy.** Never paste employee names or personal data into a public AI tool.
- 5 Check for bias.** Have it flag loaded or gendered wording, then verify the result yourself.
- 6 Edit before you send.** Treat the draft as a starting point and rewrite anything you did not observe.



**Rule of thumb:** let AI write the first draft, then make it specific, fair, and true to what you actually observed. The judgment stays yours.

## Skip the blank page.

Teamflect's AI review assistant drafts from a rating and your notes, then adjusts tone, length, and reading level and flags bias, right inside Microsoft Teams.

[Try it on teamflect.com](https://teamflect.com) →