**Übersicht: Deutsche Beurteilungen – und die passenden Formulierungen für ein englisches Referenzschreiben**

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| **BEDEUTUNG** | **ENGLISCHE FORMULIERUNG** |
| Sehr gut (stets zu unserer vollsten Zufriedenheit) | **Exceeds requirements**  • Susanne Meyer consistently fulfilled all job requirements to my complete satisfaction.  • Paul Martin displays a strong dedication and commitment to excellence. He often asks for feedback and uses it to improve his performance. He consistently and carefully monitors his work to ensure its quality. |
| gut (stets zu unserer vollen Zufriedenheit) | **Fully meets requirements**  • I was always extremely happy with John Smith’s performance.  • The work Elaine produces always meets standards for accuracy and completeness. |
| befriedigend (stets zu unserer Zufriedenheit) | **Satisfies requirements**  • Stan performed his tasks to our satisfaction.  • Nina needs a minimal amount of supervision to fulfill her responsibilities. |
| ausreichend (zu unserer Zufriedenheit) | **Usually meets requirements**  • Lea Greenman always strives hard for the achievement of agreed goals.  • David Fowles usually applies new skills in a reasonable length of time. |
| mangelhaft (war stets bemüht, seine/ ihre Aufgaben zu erfüllen) | **Needs to improve**  • Thomas Johnston worked hard to achieve his goals.  • Susan Feldman tries her best to complete work on time and meet deadlines. |
| Formulierungen für „gute“ und „sehr gute“ Beurteilungen | • I was highly impressed with John’s dedication.  • Lee has exceptional interpersonal skills.  • I am convinced that Paula Smith has a great future in marketing.  • I have no hesitation whatsoever in recommending Nina to you. You will not regret employing her. |
| Beispiele für „befriedigende“ Leistungen | • Elaine is normally on time for meetings and appointments. However, she occasionally begins work late, and her attendance record has not always met the guidelines. When late or absent, Elaine has not always confirmed that her responsibilities are covered.  • It sometimes takes him longer than it should to complete work so he often misses deadlines. |