

ACTION VERBS

Following is a list of action verbs and definitions to assist in describing duties and responsibilities assigned to a position.

Adopt	Take up and practice as one's own
Advise	Recommend a course of action; offer an informed opinion based on specialized knowledge
Analyze	Separate into elements and critically evaluate; study or determine relationships
Anticipate	Foresee and deal with in advance
Appraise	Give an expert judgment of worth and merit
Approve	Exercise final authority
Arrange	Make preparation for; put in proper order
Assemble	Collect or gather together in a predetermined order from various sources
Assign	Specify or designate tasks or duties to be performed by others
Assume	Undertake; take for granted
Assure	Make certain
Authorize	Approve; empower through vested authority
Calculate	Make a mathematical computation; to reckon by exercise of practical judgment
Circulate	Pass from person to person or place to place
Clear	To submit for approval
Collaborate	Work jointly with; cooperate with others
Collect	Gather; bring together (as in data, etc.)
Compile	Put together information
Concur	Agree with a position statement, action or opinion
Conduct	Carry on; direct the execution of tasks; take responsibility for acts and achievements of a group; direct handling of tasks toward desired results

Confer	Consult with others to compare views or get new ideas
Consolidate	Bring together
Consult	Seek the advice of others
Coordinate	Initiate, execute, implement and evaluate; bring together work to conclusion
Correspond	Communicate in writing (i.e. memos and other written documents)
Delegate	Entrust to another; appoint as one's representative to perform tasks or duties that may carry specific degrees of accountability
Design	Conceive, create and execute according to plan or direction
Determine	Resolve; fix conclusively; to find out or come to a decision by investigation, reasoning or calculation
Develop	Disclose, discover, perfect or unfold a plan or idea; to set forth or make clear by degrees or in detail
Devise	Come up with something new (perhaps by combining or applying known ideas or principles)
Discuss	Exchange views for the purpose of arriving at a conclusion
Dispose	Get rid of
Disseminate	Disperse
Distribute	Deliver to destinations
Draft	Prepare papers or documents in preliminary form
Endorse	Support or recommend
Ensure	To make sure, certain
Establish	Bring into existence; to make firm or stable; to institute
Estimate	Forecast future requirements; to judge tentatively
Evaluate	Determine or assign a value to (i.e. work, duties, performance); determine significance, worth or condition by appraisal or review
Execute	Put into effect or carry out; to do what is required; perform indicated tasks according to instructions

Expedite	Accelerate the process or programs
Formulate	Develop or devise
Furnish	Provide with what is needed; supply
Implement	Carry out; execute a plan or program; accomplish; put into practice
Improve	Make something better; enhance in value or quality to advance; make progress; make useful additions or amendments; refine
Initiate	Start or introduce
Inspect	Critically examine for suitability
Interpret	Explain something to others mostly in written or presentation form; tell meaning of; present in understandable terms
Investigate	Study through close examination and systematic inquiry
Issue	Put forth or to distribute officially
Lead	Direct the operations, activity and/or performance of individuals
Maintain	Keep in an existing state; to support or continue; update
Monitor	Watch, observe, or check for a specific purpose; keep track of; check for special purpose
Negotiate	Confer with others with intent to reach agreement or come to a conclusion
Notify	Make known to
Operate	Perform in a function or control the functioning of; to conduct affairs
Participate	Take part in
Perform	Fulfill or carry out some action or duties accurately in a timely fashion
Place	Locate and choose position for
Plan	To formulate a course of action or program for accomplishment; to have as a specific aim or purpose; intend
Practice	Perform work repeatedly in order to gain proficiency

Prepare	Make ready for a particular purpose; to put together
Process	Carry through and action
Promote	Advocate; advance to a higher level or position; to contribute to the growth
Provide	Supply; submit; furnish
Recommend	Advise or counsel a course of action; offer or suggest for adoption; to endorse as fit, worthy or competent
Represent	Act in the place of or for
Report	Give an account of; furnish information or data
Research	To search or examine with continued care; to seek diligently
Review	Examine or re-examine; to give critical examination of
Revise	Refine; rework in order to correct or improve; to make a new, amended, improved or up-to-date version
Schedule	Plan a timetable; to place in a schedule; to appoint, assign or designate for a fixed time
Secure	Gain possession of; make safe
Select	Choose; make a choice
Sign	Affixing a signature
Specify	State precisely in detail or name explicitly
Submit	Provide; furnish; supply
Train	Coach, teach or guide others in order to bring up to a predetermined standard; to teach so as to make fit, qualified or proficient; to make prepared
Verify	Confirm or establish authenticity; substantiate