

## JOB DESCRIPTION ACTION VERBS

The following is a list of commonly used action verbs for describing positions. Definitions come from the Merriam-Webster Dictionary unless otherwise noted. This list can be used as a guide when completing the Essential Functions of the job description. Note that this list is a sample of potential verbs, and not meant to be an exhaustive list of all verbs to be used.

<b>Administer</b>	To manage or supervise the execution, use, or conduct
<b>Advise</b>	To give (someone) a recommendation about what should be done
<b>Analyze</b>	To study or determine the nature and relationship of the parts of (something)
<b>Approve</b>	To officially accept (an idea, action, plan, etc.)
<b>Arrange</b>	To put into a proper order or into a correct or suitable sequence, relationship, or adjustment; to make preparations for
<b>Assess</b>	To determine the importance, size, or value of; to determine the rate or amount of
<b>Assign</b>	To appoint to a post or duty; to appoint as a duty or task
<b>Assist</b>	To give usually supplementary support or aid to
<b>Attend</b>	To be present at; to go to
<b>Audit</b>	To perform an audit of or for: to attend (a course) without working for or expecting to receive formal credit
<b>Authorize</b>	To give power or permission to (someone or something)
<b>Collaborate</b>	To work jointly with others or together especially in an intellectual endeavor
<b>Collect</b>	To bring together into one body or place; to gather or exact from a number of persons or sources
<b>Communicate</b>	To convey knowledge of or information about; to make known; to reveal by clear signs; to transmit information, thought, or feeling so that it is satisfactorily received or understood
<b>Compile</b>	To compose out of materials from other documents; to collect and edit into a volume
<b>Conduct</b>	To direct or take part in the operation or management of
<b>Confer</b>	To compare views or take counsel
<b>Confirm</b>	To give approval to; to make firm or firmer; to give new assurance of the validity of; to remove doubt about by authoritative act or indisputable fact
<b>Consolidate</b>	To join together into one whole; to make firm or secure
<b>Consult</b>	To ask the advice or opinion of; to deliberate together
<b>Coordinate</b>	To bring into a common action, movement, or condition
<b>Counsel</b>	To advise; to consult
<b>Create</b>	To produce or bring about by a course of action or behavior
<b>Delegate</b>	To entrust to another; to appoint as one's representative; to assign responsibility or authority
<b>Deliver</b>	To come through with; to produce the promised, desired, or expected results
<b>Design</b>	To create, fashion, execute, or construct according to plan; to devise for a specific function or end

<b>Develop</b>	To set forth or make clear by degrees or in detail; to create or produce especially by deliberate effort over time; to make active or promote the growth of
<b>Direct</b>	To regulate the activities or course of; to carry out the organizing, energizing, and supervising of; to point, extend, or project in a specified line or course
<b>Disseminate</b>	To disperse throughout
<b>Distribute</b>	To divide among several or many; to give out or deliver especially to members of a group
<b>Document</b>	To record (something) in written, photographic, or other form
<b>Draft</b>	To draw the preliminary sketch, version, or plan of
<b>Edit</b>	To alter, adapt, or refine especially to bring about conformity to a standard or to suit a particular purpose
<b>Educate</b>	To train by formal instruction and supervised practice especially in a skill, trade, or profession
<b>Establish</b>	To bring into existence; to bring about; to put on a firm basis
<b>Estimate</b>	To judge tentatively or approximately the value, worth, or significance of; to produce a statement of the approximate cost of
<b>Evaluate</b>	To determine the significance, worth, or condition of usually by careful appraisal and study
<b>Examine</b>	To inspect closely; to test the condition of; to inquire into carefully
<b>Facilitate</b>	To make easier; to help bring about
<b>Formulate</b>	To put into a systematized statement or expression; to prepare according to a formula
<b>Gather</b>	To bring (things or people) together into a group; to choose and collect (things)
<b>Guide</b>	To direct, supervise, or influence usually to a particular end; to superintend the training or instruction of
<b>Implement</b>	To carry out, accomplish, especially to give practical effect to and ensure of actual fulfillment by concrete measures
<b>Inform</b>	To communicate knowledge to; to impart information or knowledge
<b>Initiate</b>	To cause or facilitate the beginning of
<b>Integrate</b>	To form, coordinate, or blend into a functioning or unified whole
<b>Interact</b>	To talk or do things with other people; to come together and have an effect on each other
<b>Interpret</b>	To explain or tell the meaning of; to present in understandable terms
<b>Investigate</b>	To observe or study by close examination and systematic inquiry
<b>Issue</b>	To put forth or distribute usually officially
<b>Maintain</b>	To keep in an existing state (as of repair, efficiency, or validity); to preserve from failure or decline
<b>Manage</b>	To handle or direct with a degree of skill; to exercise executive, administrative, and supervisory direction of
<b>Modify</b>	To change some parts of (something) while not changing other parts
<b>Monitor</b>	To watch, keep track of, or check usually for a special purpose
<b>Motivate</b>	To give (someone) a reason for doing something
<b>Negotiate</b>	To discuss something formally in order to make an agreement
<b>Obtain</b>	To gain or attain usually by planned action or effort
<b>Order</b>	To put in order (arrange); to give an order to (command)

<b>Organize</b>	To form into a coherent unity or functioning whole; to set up an administrative structure for; to arrange by systematic planning and united effort
<b>Oversee</b>	To watch over and direct (an undertaking, a group of workers, etc.) in order to ensure a satisfactory outcome or performance
<b>Participate</b>	To be involved with others in doing something; to take part in an activity or event with others
<b>Plan</b>	To think about and arrange the parts or details of (something) before it happens or is made
<b>Prepare</b>	To make ready beforehand for some purpose, use, or activity
<b>Present</b>	To formally talk about (something you have written, studied, etc.) to a group of people; to make (something) available to be used or considered
<b>Process</b>	To subject to or handle through an established usually routine set of procedures
<b>Produce</b>	To cause to have existence or to happen; to give being, form, or shape to
<b>Provide</b>	To make preparation to meet a need; to supply or make available (something wanted or needed)
<b>Recommend</b>	To say that (someone or something) is good and deserves to be chosen; to suggest an act or course of action
<b>Reconcile</b>	To make consistent or congruous; to check (a financial account) against another for accuracy
<b>Record</b>	To write (something) down so that it can be used or seen again in the future; to produce a record of (something)
<b>Recruit</b>	To find suitable people and get them to join a company or an organization
<b>Research</b>	To search or investigate exhaustively
<b>Respond</b>	To say or write something as an answer to a question or request
<b>Review</b>	To go over or examine critically or deliberately; to study or look at (something) again
<b>Scan</b>	To examine by point-by-point observation or checking; to look at (something) carefully usually in order to find someone or something
<b>Schedule</b>	To appoint, assign, or designate for a fixed time; to plan (something) at a certain time
<b>Search</b>	To look into or over carefully or thoroughly in an effort to find or discover something
<b>Select</b>	To choose (someone or something) from a group
<b>Serve</b>	To furnish or supply with something needed or desired
<b>Solicit</b>	To approach with a request or plea
<b>Solve</b>	To find a solution, explanation, or answer for
<b>Submit</b>	To present or propose to another for review, consideration, or decision
<b>Supervise</b>	To be in charge of (someone or something); to watch and direct (someone or something)
<b>Supply</b>	To make (something) available to be used; to provide someone or something with (something that is needed or wanted)
<b>Test</b>	To apply a test as a means of analysis or diagnosis
<b>Train</b>	To teach so as to make fit, qualified, or proficient; to form by instruction, discipline, or drill
<b>Translate</b>	To change words from one language into another language; to explain (something) in a way that is easier to understand
<b>Verify</b>	To establish the truth, accuracy, or reality of