This list of action verbs should be used to assist you in completing the Summary of Responsibilities section. These verbs are useful in identifying and defining job functions. Although many of the terms may seem obvious, definitions are provided in the interest of consistency.

**Accommodate** – Provide something needed or wanted.

**Administer** – Manage or direct the execution of affairs.

**Adopt** – Take up and practice as one’s own.

**Advise** – Recommend a course of action; offer an informed opinion based on specialized knowledge.

**Allocate** – Distribute for a particular purpose.

**Analyze** – Separate into elements and critically examine.

**Anticipate** – Foresee and deal with in advance.

**Apply** – Put into practical action.

**Appoint** – Assign a job or role to someone.

**Appraise** – Give an expert judgement of worth or merit.

**Approve** – Accept as satisfactory; exercise final authority with regard to commitment of resources.

**Arrange** – Make preparation for an event; put in proper order.

**Assemble** – Collect or gather together in a predetermined order from various sources.

**Assess** – Evaluate the quality or ability of something.

**Assign** – Specify or designate tasks or duties to be performed by others.

**Assist** – Give help or support to someone.

**Assume** – Undertake; take for granted.

**Assure** – Give confidence; make certain of.

**Audit** – Conduct an official inspection of an organization’s accounts.

**Authorize** – Approve; empower through vested authority.

**Budget** – Allocate money for a particular purpose.

**Calculate** – Make a mathematical computation.

**Circulate** – Pass from person to person or place to place.

**Clean** – Remove dirt or make tidy.

**Clear** – Gain approval of others.

**Collaborate** – Work jointly with; cooperate with others.

**Collect** – Gather.

**Combine** – Unify; merge.

**Communicate** – Share or exchange information or ideas.

**Compile** – Put together information; collect from other documents.

**Complete** – Finish making or doing.

**Compose** – Create and write.

**Compute** – Add up or calculate with the use of a computer.

**Concur** – Agree with a position, statement, action, or opinion.

**Conduct** – Carry on; direct the execution of.

**Confer** – Consult with others to compare views.

**Consolidate** – Bring together.

**Construct** – Build, make or modify.

**Consult** – Seek the advice of.

**Control** – Measure, interpret, and evaluate actions for conformance with plans or desired results.

**Coordinate** – Regulate, adjust, or combine the actions of others to attain harmony.

**Correlate** – Establish a reciprocal relationship.

**Correspond** – Communicate with.

**Counsel** – Give advice to.

**Create** – Bring into existence.

**Debug** – Detect, locate and remove mistakes from a routine of malfunctions from a computer.

**Delegate** – Commission another to perform tasks or duties that may carry specific degrees of accountability.

**Deliver** – Carry to intended destination.

**Demonstrate** – Clearly show the existence of something by giving proof or evidence.

**Design** – Conceive, create, and execute according to plan.

**Determine** – Resolve; fix conclusively.
Develop—Disclose, discover, perfect, or unfold a plan or idea.
Derive—Come up with something new, perhaps by combining or applying known ideas or principles.
Direct—Guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards.
Discuss—Exchange views for the purpose of arriving at a conclusion.
Dispose—Get rid of.
Disseminate—Spread or disperse information.
Distinguish—Recognize or treat something as different.
Distribute—Deliver to proper destinations.
Document—Record something in writing.
Draft—Prepare papers or documents in preliminary form.
Edit—Prepare written material for publication by correcting, condensing or otherwise modifying it.
Endorse—Support or recommend.
Enforce—Compel observation of or compliance with.
Establish—Bring into existence.
Estimate—Forecast future requirements.
Evaluate—Determine or fix the value of.
Execute—Put into effect or carry out.
Exercise—Exert.
Expedite—Accelerate the process or progress of.
Facilitate—Lead a discussion by asking questions, mediating between opposing viewpoints, and ensuring all participants' viewpoints are heard.
Formulate—Develop or devise.
Furnish—Provide with what is needed; supply.
Generate—Cause something to come about.
Guide—Show or indicate the way to.
Handle—Manage a situation or problem.
Hire—Employ for wages.
Identify—Establish who or what someone or something is.
Implement—Carry out; execute a plan or program.
Improve—Make something better.
Incorporate—Take in or contain as part of a whole; include.
Increase—Become or make greater in size, amount, intensity or degree.
Inform—Give facts or information; tell.
Initiate—Start or introduce.
Inspect—Critically examine for suitability.
Install—Set up for use.
Instruct—Direct or command someone to do something.
Interact—Act in such a way as to have an effect on another.
Interface—Interact with another person or organization.
Interpret—Explain something to others.
Interview—Hold a face-to-face meeting with.
Investigate—Study through close examination and systematic inquiry.
Issue—Put forth or to distribute officially.
Lift—Raise to a higher level.
Maintain—Keep in an existing state.
Manage—Be in charge of; administer; run.
Monitor—Watch, observe, or check with an eye to reaching agreement.
Motivate—Stimulate interest in or enthusiasm for doing something.
Negotiate—Obtain or bring about by discussion.
Notify—Make known to.
Operate—Perform an activity or series of activities.
Organize—Make arrangements or preparations; coordinate.
Participate—Take part in.
Perform—Fulfill or carry out some action.
Place—Locate and choose position for.
Plan—Devise or project the realization of a course of action.
Practice—Perform work repeatedly in order to gain proficiency.
Predict – Estimate that something will happen in the future.
Prepare—Make ready for a particular purpose.
Present – Introduce; deliver a speech to an interested audience.
Proceed—Begin to carry out an action.
Process—Subject something to special treatment; handle in accordance with prescribed procedure.
Program – Arrange according to a plan or schedule.
Promote—Advance to a higher level or position.
Propose—Declare a plan or intention.
Provide—Supply what is needed; furnish.
Quantify – Express or measure the quantity of.
Recommend—Advise or counsel a course of action; offer or suggest for adoption.
Record – Set down in writing for later reference.
Recruit – Enlist a newcomer to a field or activity.
Reduce – Make smaller or less in degree or size.
Regulate – Control or supervise by means of rules and regulations.
Repair—Fix or make usable.
Represent—Act in the place of or for.
Report—Give an account of; furnish information or data.
Research—Inquire into a specific matter from several sources.
Resolve—Settle or find a solution to.
Review—Examine or re-examine.
Revise—Rework in order to correct or improve.
Schedule—Plan a timetable.
Search – Try to find something by looking or otherwise seeking carefully and thoroughly.
Secure—Gain possession of; make safe.
Select—Choose the best suited.
Sign—Formally approve a document by affixing a signature.
Solve – Find an answer to, explanation for, or means of effectively dealing with.
Sort—Separate or arrange according to a plan.
Specify—State precisely in detail or name explicitly.
Stimulate—Excite to activity; urge.
Strategize – Make a plan for achieving a goal.
Streamline – Make more efficient and effective by employing faster or simpler working methods.
Strengthen – Make stronger, more forceful, more effective.
Submit—Yield or present for the discretion or judgement of others.
Summarize—Give a brief statement of the main points.
Supervise—Personally oversee, direct, inspect, or guide the work of others with responsibility for meeting standards of performance.
Support – To agree with or approve of.
Teach – Show or explain how to do something.
Train—Teach or guide others in order to bring up to a predetermined standard.
Transcribe—Transfer data from one form of record to another or from one method of preparation to another, without changing the nature of the data.
Translate – Explain in a way that is easier to understand.
Troubleshoot – Solve serious problems through a logical, systematic approach.
Update – Make more current or modern.
Validate – Check or prove the accuracy.
Verify—Confirm or establish authenticity; substantiate.
Write—To compose or correspond.