Action Verbs

This list of action verbs should be used to assist you in completing the Summary of Responsibilities section of the job description. 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
Deviser – 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
Expedit – 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