

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 should be used as a guide when completely the Essential Functions of the position 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.

| | |
|--------------------------|---|
| Administer | To provide or apply something; to put something into effect |
| Advise | To give an opinion or suggestion to someone about what should be done; to give advice to someone |
| Analyzes | To study something closely and carefully; to learn the nature and relationship of the parts of something by a close and careful examination |
| Approve | To officially accept (an idea, action, plan, etc.) |
| Arranges | To organize the details of something before it happens; to plan (something) |
| Assesses | To make a judgment about (something) |
| Assigns | To give someone a particular job or duty; to require someone to do a particular task |
| Assists | To give support or help; to make it easier for someone to do something or for something to happen |
| Attends | To go to and be present at (an event, meeting, etc.) |
| Audits | To perform an audit of or for: to attend (a course) without working for or expecting to receive formal credit |
| Authorizes | To give power or permission to (someone or something) |
| Collaborate | To work with another person or group in order to achieve or do something |
| Collects ¹ | Bring or gather together (things, typically when scattered or widespread) |
| Communicate | To give information about (something) to someone by speaking, writing, moving your hands, etc.; to get someone to understand your thoughts |
| Compile | To put together (various songs, pieces of writing, facts, etc.) in a publication or collection |
| Conduct | To direct or take part in the operation or management |
| Confers | To discuss something important in order to make a decision |
| Confirms | To tell someone that something has definitely happened or is going to happen; to make (something) definite or official |
| Consolidates | To join or combine together into one thing; to make (something, such as a position of power or control) stronger or more secure |
| Consult | To talk about something with (someone) in order to make a decision |
| Coordinates ¹ | Bring the different elements of (a complex activity or organization) into a relationship that will ensure efficiency or harmony |
| Counsel | Advice given especially as a result of consultation |
| Create | To produce or bring about by a course of action or behavior |
| Delegate | To assign responsibility or authority; to appoint as one's representative |
| Deliver | Do take and hand over to or leave for another; To come through with |
| Designs | To plan and make (something) for a specific use or purpose |
| Develop | To create (something) over a period of time |
| Direct | To say (something) to a particular person or group; To cause (someone or something) to move in a particular direction |
| Disseminates | To disperse throughout |
| Distribute | To divide (something) among the members of a group |

¹ Definitions referring to Oxford Dictionaries

| | |
|------------------------|---|
| Documents ¹ | To record (something) in written, photographic, or other form |
| Draft | To draw the preliminary sketch, version, or plan |
| Edit | To alter, adapt, or refine especially to bring about conformity to a standard or to suit a particular purpose |
| Educate | To train by formal instruction and supervised practice especially in a skill, trade, or profession |
| Establish | To train by formal instruction and supervised practice especially in a skill, trade, or profession; to cause (someone or something) to be widely known and accepted |
| Estimate | To give or form a general idea about the value, size, or cost of (something); to make an estimate of (something) |
| Evaluate | To judge the value or condition of (someone or something) in a careful and thoughtful way |
| Examines | To look at (something) closely and carefully in order to learn more about it, to find problems, etc. |
| Facilitates | To make (something) easier; to help cause (something); to help (something) run more smoothly and effectively |
| Formulate | To put into a systematized statement or expression; to prepare according to a formula |
| Gather | To bring (things or people) together into a group; to choose and collect (things) |
| Guide | To direct, supervise, or influence usually to a particular end |
| Implement | To carry out, accomplish, especially to give practical effect to and ensure of actual fulfillment by concrete measures |
| Inform | To give information to (someone) |
| Initiates | To cause the beginning of (something); to start or begin (something) |
| Integrates | To combine (two or more things) to form or create something; to make (something) a part of another larger thing |
| Interact | To make (something) a part of another larger thing |
| Interpret | To explain the meaning of (something) |
| Investigates | To observe or study by close examination and systematic inquiry |
| Issue | To put forth or distribute usually officially |
| Maintains | To keep in an existing state (as of repair, efficiency, or validity); to preserve from failure or decline |
| Manage | To have control of (something); to take care of and make decisions |
| Modifies | To change some parts of (something) while not changing other parts |
| Monitors | To watch, keep track of, or check usually for a special purpose |
| Motivate | To give (someone) a reason for doing something |
| Negotiate | To discuss something formally in order to make an agreement |
| Obtain | To gain or get (something) usually by effort |
| Order | To put in order (arrange); to give an order to (command) |
| Organizes | To arrange or form into a coherent unit or functioning whole |
| Oversees ¹ | Supervise (a person or work), especially in an official capacity |
| Participate | To be involved with others in doing something; to take part in an activity or event with others |
| Plan | To think about and arrange the parts or details of (something) before it happens or is made |
| Prepares | To make (someone or something) ready for some activity, purpose, use, etc. |

¹ Definitions referring to Oxford Dictionaries

| | |
|------------------------|---|
| Present | To formally talk about (something you have written, studied, etc.) to a group of people; to make (something) available to be used or considered |
| Processes ¹ | To subject to or handle through an established usually routine set of procedures |
| Produces | To cause (something) to exist or happen; to cause (a particular result or effect) |
| Provide | To make (something) available; to supply (something that is wanted or needed) |
| Recommends | To say that (someone or something) is good and deserves to be chosen; to suggest that someone do (something) |
| Reconcile | To find a way of making (two different ideas, facts, etc.) exist or be true at the same time |
| Records | To write (something) down so that it can be used or seen again in the future; to produce a record of (something) |
| Recruit | To find suitable people and get them to join a company or an organization |
| Research | To search or investigate exhaustively |
| Responds | To say or write something as an answer to a question or request |
| Review | To examine or study again; to study or look at |
| Scans | To look at (something) carefully usually in order to find someone or something |
| Schedules | To plan (something) at a certain time; to appoint, assign, or designate for a fixed time |
| Searches | To carefully look for someone or something; to try to find someone or something |
| Selects | To choose from a number or group; pick out |
| Serves | To furnish or supply with something needed or desired |
| Solicit | To approach with a request or plea |
| Solve | To find a way to deal with and end (a problem) |
| Submit | To give (a document, proposal, piece of writing, etc.) to someone so that it can be considered or approved |
| Supervise | To be in charge of (someone or something); to watch and direct (someone or something) |
| Supply | To make (something) available to be used; to provide someone or something with (something that is needed or wanted) |
| Test | To use a set of questions or problems to measure someone's skills, knowledge, or abilities; to apply a test as a means of analysis |
| Train | To form by instruction, discipline, or drill; to teach so as to make fit, qualified, or proficient |
| Translate | To change words from one language into another language; to explain (something) in a way that is easier to understand |
| Verifies | To establish the truth, accuracy, or reality of |

¹ Definitions referring to Oxford Dictionaries