

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 completing the Essential Functions of the PDQ. 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

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