

## Job Description Action Verbs

Use action verbs when describing the essential and non-essential duties in a job description. Since every responsibility in a job description describes something the staff member does, it makes sense to lead with a word that describes that action followed by the desired outcome for that action. Action verbs should reflect behaviors that are measurable, observable, verifiable, and reliable. The following are action verbs that are frequently seen in job descriptions, with a brief definition of each. 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>Administers</b>	To manage and be responsible for the running of a program, project, policies; To provide or apply something
<b>Advises</b>	To give an opinion or suggestion about what should be done; to give advice
<b>Analyzes</b>	To study something closely and carefully; to learn the nature and relationship of the parts of something by a close and careful examination
<b>Approves</b>	To agree to or accept as satisfactory
<b>Arranges</b>	To organize the details of something before it happens; to plan something
<b>Assesses</b>	To make a judgment about something
<b>Assigns</b>	To give someone a particular job or duty; to require someone to do a particular task
<b>Assists</b>	To give support or help; to make it easier for someone to do something or for something to happen
<b>Audit</b>	To perform an audit of to ensure accuracy, quality, integrity, etc.
<b>Authorizes</b>	To give power or permission to someone or something
<b>Collaborates</b>	To work with another person or group in order to achieve or do something
<b>Collects</b>	To bring or gather together things, typically when scattered or widespread
<b>Communicates</b>	To give information about something to someone by speaking, writing, etc.; to get someone to understand your thoughts
<b>Compiles</b>	To put together various documents, pieces of materials, information, etc.
<b>Conducts</b>	To direct or take part in the running of an operation; to carry out
<b>Confers</b>	To discuss something important in order to make a decision
<b>Confirms</b>	To tell someone that something has definitely happened or is going to happen; to make something definite or official
<b>Consolidates</b>	To join or combine together into one thing
<b>Consults</b>	To talk about something with someone in order to make a decision
<b>Coordinates</b>	To bring different elements of a complex activity or organization into a relationship that will ensure efficiency or harmony
<b>Counsels</b>	To give advice especially as a result of consultation
<b>Creates</b>	To produce or bring about by a course of action or behavior
<b>Delegates</b>	To assign responsibility or authority; to appoint as one's representative
<b>Delivers</b>	Do take and hand over to or leave for another; to come through with an action
<b>Designs</b>	To plan and make something for a specific use or purpose
<b>Develops</b>	To create something over a period of time
<b>Directs</b>	To lead, guide, or control the operations of something; manage or govern
<b>Disseminates</b>	To disperse throughout widely

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<b>Distributes</b>	To divide something among the members of a group
<b>Documents</b>	To record something in written, photographic, or other form
<b>Drafts</b>	To draw the preliminary sketch, version, or plan
<b>Edits</b>	To alter, adapt, or refine especially to bring about conformity to a standard or to suit a particular purpose
<b>Educates</b>	To train by formal instruction and supervised practice especially in a skill, trade, or profession
<b>Establishes</b>	To begin, build, or bring something about; to set as firm
<b>Estimates</b>	To give or form a general idea about the value, size, or cost of something; to make an estimate of something
<b>Evaluates</b>	To judge the value or condition of someone or something in a careful and thoughtful way
<b>Examines</b>	To look at something closely and carefully in order to learn more about it, to find problems, etc.
<b>Facilitates</b>	To make something easier; to help cause something; to help something run more smoothly and effectively
<b>Formulates</b>	To put into a systematized statement or expression; to prepare according to a formula
<b>Gathers</b>	To bring things or people together into a group; to choose and collect things
<b>Guides</b>	To direct, supervise, or influence usually to a particular end
<b>Implements</b>	To put into effect a decision, plan, agreement, etc.
<b>Informs</b>	To give information to someone
<b>Initiates</b>	To cause the beginning of something; to start or begin something
<b>Integrates</b>	To combine two or more things to form or create something; to make something a part of another larger thing
<b>Interacts</b>	To make something a part of another larger thing
<b>Interprets</b>	To explain the meaning of something
<b>Investigates</b>	To observe or study by close examination and systematic inquiry
<b>Issues</b>	To put forth or distribute usually officially
<b>Maintains</b>	To keep in an existing state as of repair, efficiency, or validity; to preserve from failure or decline
<b>Manages</b>	To have control of something; to take care of and make decisions
<b>Modifies</b>	To change some parts of something while not changing other parts
<b>Monitors</b>	To watch, keep track of, or check usually for a special purpose
<b>Motivates</b>	To give someone a reason for doing something
<b>Negotiates</b>	To discuss something formally in order to make an agreement
<b>Obtains</b>	To gain or get something usually by effort
<b>Orders</b>	To arrange; to give an order; to command
<b>Organizes</b>	To arrange or form into a coherent unit or functioning whole
<b>Oversees</b>	Supervise a person or work, especially in an official capacity
<b>Participates</b>	To be involved with others in doing something; to take part in an activity or event with others

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<b>Plans</b>	To think about and arrange the parts or details of something before it happens or is made
<b>Prepares</b>	To make someone or something ready for some activity, purpose, use, etc.
<b>Presents</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>Processes</b>	To subject to or handle through an established usually routine set of procedures
<b>Produces</b>	To cause something to exist or happen; to cause a particular result or effect
<b>Provides</b>	To make something available; to supply something that is wanted or needed
<b>Recommends</b>	To say that someone or something is good and deserves to be chosen; to suggest that someone do something
<b>Reconciles</b>	To find a way of making two different ideas, facts, etc. exist or be true at the same time
<b>Records</b>	To write something down so that it can be used or seen again in the future; to produce a record of something
<b>Recruits</b>	To find suitable people and get them to join a company or an organization
<b>Researches</b>	To search or investigate exhaustively
<b>Responds</b>	To say or write something as an answer to a question or request
<b>Reviews</b>	To examine or study again; to study or look at
<b>Scans</b>	To look at something carefully usually in order to find someone or something
<b>Schedules</b>	To plan something at a certain time; to appoint, assign, or designate for a fixed time
<b>Searches</b>	To carefully look for someone or something; to try to find someone or something
<b>Selects</b>	To choose from a number or group; pick out
<b>Serves</b>	To furnish or supply with something needed or desired
<b>Solicits</b>	To approach with a request or plea
<b>Solves</b>	To find a way to deal with and end a problem
<b>Submits</b>	To give a document, proposal, piece of writing, etc. to someone so that it can be considered or approved
<b>Supervises</b>	To be in charge of someone or something; to watch and direct someone or something
<b>Supplies</b>	To make something available to be used; to provide someone or something with something that is needed or wanted
<b>Tests</b>	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
<b>Trains</b>	To form by instruction, discipline, or drill; to teach as to make fit, qualified, or proficient
<b>Translates</b>	To change words from one language into another language; to explain something in a way that is easier to understand
<b>Verifies</b>	To make sure or demonstrate that something is true, accurate, or justified

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