

expectations for a given role. Below is a list of action verbs to get you started on writing attention-grabbing job descriptions.

## Action Verb List

Accepts – To receive; to regard as true, proper, normal, inevitable. Accomplishes – To execute fully; to attain.

Accounts – To give a report on; to furnish a justifying analg0 a(T)4(o)6(execut)-312 792 reW\*BT/F11.04 Tf1 0 0 1 71.064117.cere17T9n14MC /Span 4MCID 6/La  
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Administers – To verify, secure and ensure compliance with policies.

Admits – To permit to enter or to join.

Adopts – To take up and apply or put into practice; to accept, ad a report.

Advances – To bring or move forward to accelerate the growth or progress of; to raise to a higher rank; to promote; to bring forward for notice, consideration or acceptance; to make progress; to raise in rate.

Advises – To recommend a course of action (not simply to tell or inform); to offer an informed opinion based on specialized knowledge.

Advocates – To recommend or speak in favor of. Affirms – To assert positively; to confirm; to ratify. Affixes – To secure and object to another; to attach. Aids – To help or assist; to give help or assistance to. Aligns – To arrange in a line; to array.

Allots – To assign as a share.

Alters – To make different; to modify. Amends – To change or modify for the better.

Analyzes – To separate into elements and critically examine to arrive at a conclusion; to study the factors of a situation or problem in order to determine the solution or outcome.

Answers – To speak or vote in reply.

Anticipates – To foresee events, trends, consequences, or problems and deal with in advance.

Applies – To put to use for a purpose; to employ diligently or with close attention. Appoints – To name officially.

Appraises – To give an expert judgment of worth or merit; to evaluate as to quality, status, or effectiveness.

Appropriates – To take exclusive possession of; to set apart for or assign to a particular purpose or

use; to take without permission

Approves – To accept as satisfactory; to exercise final authority with regard to commitment of resources; to sanction officially; to ratify (thereby assuming responsibility for).

Arranges – To prepare 5:261 0:0000912 0:612 1(n)5(en) for refer 12(am)6(yaff)5(t)5xhp erfassumBs BT ;s

Articulates – To pronounce distinctly; to express in coherent verbal form.

Ascertains – To find out or discover through examination; to find out or learn for a certainty.

Assembles – To collect or gather together in a predetermined order from various sources. Asserts –

Balances –

accumulate.

Commands – To direct authoritatively; to order or request to be given; to give orders; to dominate from an elevated

Communicates – To impart a verbal or written message; to transmit information. Compares – To examine for the purpose of discovering resemblances or differences. Compiles – to put together information; to collect from other documents.

Completes – to finish; to fully carry out.

Complies – To act in accordance with rules or requests.

Composes – To make by putting parts together; to create, to write (an original letter, report, instructions etc.)

Comprehends – to grasp mentally; to understand. Computes – To determine or calculate mathematically.

Concurs – To agree with a position, statement, action or opinion. Condenses – To make more compact.

Conducts – To carry on; to direct the execution of. Confers – To compare views; to consult.

Confirms – To give approval to; to assure the validity of.

Conforms – To bring into harmony or agreement; to adapt oneself to prevailing standards or customs.

Considers – To think about with care or caution. Consolidates – To bring together; to combine.

Constructs –

Continues – To maintain without interruption a condition, course or action; to remain in existence.

Contracts – To establish or undertake by contract.

Contributes –

Delegates – To commission another to perform tasks or duties which may carry specific degrees of accountability and authority; to entrust to the care or management of another.

Deletes – To strike out or remove.

Delivers – To set free; to convey; to send to an intended destination. Demonstrates – To illustrate and explain, especially with examples.

Describes – To represent by a figure, model, or picture; to trace the outline of; to give an account of in words.

Designs – To conceive, create, and execute according to plan.

Determines – To resolve, to fix conclusively or authoritatively; to decide. Develops – To disclose, discover, perfect, or unfold a plan or idea.

Devises – To form in the mind by new combinations or applications of ideas or principles; to invest.

Dictates – To read or speak information to be recorded or written by another.

Directs – To guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards; to govern or control.

Disassembles – To take apart.

Disciplines – To penalize individuals or groups whose behavior is contrary to established rules and regulations.

Discusses – To exchange views for the purpose of arriving at a conclusion. Dispatches – To send off, or forward, to known destination or on a specific business. Displays – To show; to spread or disperse information or ideas.

Disposes – To sell or get rid of.

Disseminates – To spread or disperse information or ideas.

Distinguishes – To perceive as being separate or different; to separate into kinds, classes, or categories.

Distributes – to deliver to proper destination; to pass around; to allot. Diverts – To turn from one course or use to another.

Divides – To separate into classes or parts.

Documents – To provide with factual or substantial support for statements made or a hypothesis proposed; to equip with exact references to authoritative supporting references.

Drafts – To prepare papers or documents in a preliminary form.

Draws – To compose or write up, following a set producer or form (as in a contract); to pull or move something.

Edits – To revise and prepare material (written, film, tape, soundtrack) for publication or display.

Effects – To bring about; to accomplish.

Eliminates – To get rid of; to set aside as unimportant. Emphasizes – To stress.

Employs – To make use of; to use or engage the services of; to provide with a job that pays wages or a salary.

Encompasses – To form a circle about; to envelope; to include. Encourages – To inspire with spirit or hope; to give help or patronage to. Endorses – To support or recommend.

Enforces – To execute vigorously; to exercise executive or police power (refers to laws and statutes).

Engages – To interlock with; to mesh; to provide occupation for; to arrange to obtain the use of services of.

Enhances – To increase or make greater.





Fosters -

Inserts – To put (something) into; between, or among other materials; to introduce, as a word in a sentence.

Inspects – To examine or determine; to critically analyze for suitability.

Installs – To set in position or adjust use; to settle in a certain place or condition, or status; to set up for use in office.

Institutes – To organize, establish, and set in operation; to begin.

Instructs – To teach; to coach; to impart or communicate knowledge; to direct or order. Insures – To cover with insurance; to make certain.

Integrates – To unify; to make whole by putting all parts or elements together.

Interprets – To give the meaning of; to explain to others; to elucidate.

Interviews – To obtain facts or opinions through inquiry or examination of various sources.

Invents – To think up or imagine; to create. Inventories – To catalog or to count and list.

Investigates – To observe or study by close examination and systematic inquiry. Invests – To spend time or use time, money or effort to achieve a future benefit. Issues – To put forth or to distribute officially.

Itemizes – To list; to write down in detail.

Judges – To form an authoritative opinion; to determine and pronounce after inquiry and deliberation.

Justifies – To prove or show to be right or reasonable; to align words such that both left- and right-hand margins are in line (typing term).

Keeps – To hold or retain; to maintain.

Leads – To guide or direct on a course or in the direction of; to channel; to direct the operations of.



Negotiates – To confer with others with a view to reaching an agreement. Notes – To observe; to recognize.

Notifies – to make known; to inform.

Observes – To see, notice, or watch something or someone. Obtains – To acquire or gain possession of.

Occupies – To take possession of; to fill. Omits – To leave out; to disregard.

Opens – To make available for entry or passage; to make accessible; to expose to view; to disclose.

Opposes – To resist; to withstand; to place opposite or against. Organizes – To arrange; to systemize or methodize.

Orients –

research.

Prepares – To make ready for a particular purpose. Prescribes – To establish as a rule or guide.

Presents –



reference to.

Reflects – To think calmly and quietly; to give back as an image, likeness, or outline; to make apparent.

Regards –



Rescinds – To make void; to repeal.

Researches – To inquire specifically, using involved and critical investigations. Responds – To answer; to show favorable reaction.

Restricts – To confine within bounds; to restrain. Retrieves – To regain; to rescue.

Reviews – To consider; to reexamine; to analyze results for the purpose of giving an opinion.

Revises – to rework in order to correct or improve; to make a new, improved, or up-to- date version.

Routes – To forward; to schedule or dispatch; to prearrange and direct locations to which an article is

Serves – To assist; to be of use; to hold office.

Sets Up – To cause a condition to come into effect; to put in operation. Shows – To display; to give indication; to point out to someone.

Signs – To f " j j ë –

Supplies – To furnish something that is needed; to provide, to equip.

Supports – To promote the interests or cause of; to argue or vote for; to pay the costs of; to hold up or serve as a foundation for.

Surveys – To examine as to condition, situation, or value.

Sustains – To give support or relief to; to prolong; to support by adequate proof.

Tabulates – To put in table form; to set up in columns or rows; to make a listing.

Takes – To assume possession of; to grasp; to gain approval of.

Terminates – To bring to an end; to conclude.

Tests – To put to proof; to examine, observe, or evaluate critically. Totals – To add up; to compute.

Traces – To locate something by searching or researching evidence; to copy, as a drawing.

Trains – To teach, demonstrate, or guides others in order to bring up to a predetermined standard.

Transcribes – To transfer data from one form of record to another or from one method of preparation to another, without changing the nature of data.

Translates – To turn into one's own or another language.

Transmits – To transfer or send from one person or place to another; to send out a signal either by radio waves or over a wire.

Transposes – To change the usual order of.

Treats – To regard and deal with in a specified manner; to provide care for or deal with medically.

Turns – To make rotate/revolve; to cause to move around so as to affect a desired end (as locking, opening, and shutting); to reverse the sides or surfaces of.

Types – To write using a typewriter or keyboard; to arrange by categories.

Understands – To grasp the meaning of; to have thorough or technical acquaintance with or expertness in the practice of.

Updates – To bring current.

Uses – To put into action or service; to consume or take; to act with no regard. Utilizes – To make use of.

Verifies – To confirm or establish authenticity; to substantiate; to prove to be true. Visits – To go or