

<b>Verb</b>	<b>Definition</b>
Accept	To receive; to regard as true, proper, normal, inevitable
Accomplish	To execute fully; to attain
Adjust	To make slight changes in something to make it fit or function better
Administer	Manage or direct the performance of duties or actions
Adopt	To take up and practice as one's own; to accept or carry out a plan
Advise	Recommend a course of action; offer an informed opinion based on specialized knowledge
Analyze	Separate into elements and critically examine, to study or determine relationship or accuracy
Answer	To speak or write in reply to a request
Anticipate	Foresee and deal with in advance, give advanced thought or consideration, remedy in advance
Apply	To put to use for a purpose; to employ diligently or with close attention
Appraise	Evaluate the worth or merit of
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 in a predetermined order from various sources
Assess	Determine the value or accuracy of; evaluate
Assign	Specify or designate tasks or duties to be performed by others
Assist	To give support or aid
Assure	Give confidence, to make certain, guarantee
Attain	To gain or achieve
Attend	To be present for the purpose of contributing
Articulate	To give clear and effective communication
Audit	To make a formal examination or review
Authorize	Approve; empower through vested authority
Budget	To plan the allocation, expenditure, or use of resources, especially money or time
Calculate	Make a mathematical computation; judge to be sure or probable
Clarify	Make something clearer by explaining in greater detail
Classify	To arrange or assign to a category
Collaborate	Work jointly with; cooperate with others, acts as liaison providing a close relationship, connection, or link
Communicate	To impart a verbal or written message; to transmit information
Compare	Determine if two or more items, entries are the same and if they are not, identify the differences
Compile	Put together information; collect from other documents
Comply	To conform to something for example, a rule, law, policy, or regulation
Compose	To create or arrange in proper or orderly form
Conduct	Guide; carry out from a position of command or control; to direct or take part in the operation or management of
Confirm	Give approval to verify
Consolidate	To join as one whole
Construct	To form by combining or arranging parts

## Commonly Used Action Verbs for Job Profiles and Descriptions

Consult	Seek the advice of others; to give professional advice or services; to confer
Contribute	To play a significant part in bringing about an end or result
Coordinate	Combine the actions of others to bring to a common result
Correspond	Communicate with in writing
Counsel	To give advice or guidance, to consult with
Create	To bring into existence; to produce through imaginative skill
Delegate	Commission another to perform tasks or duties that may carry specific degrees of accountability
Design	Conceive, create, and execute according to plan
Determine	Resolve; fix conclusively or authoritatively
Develop	Disclose, discover, perfect, or unfold a plan or idea
Devise	Come up with something new - perhaps by combining or applying known or new ideas or principles
Direct	Guide work operations through the establishment of objectives, policies, practices, and standards
Disseminate	Spread or disperse information
Distribute	Deliver to proper destinations
Document	To support with written information and records
Draft	Prepare papers or documents in preliminary form

<b>Verb</b>	<b>Definition</b>
Edit	To revise and prepare material (written, film, tape, soundtrack) for publication or display
Endorse	Support or recommend; express approval
Enhance	Improve; make better
Ensure	Guarantee or make certain
Establish	Bring into existence; enact an agreement
Estimate	Forecast requirements; appraise, judge approximate value
Evaluate	Determine or fix the value of; assess, careful appraisal
Examine	Scrutinize closely (as to determine compliance)
Execute	Put into effect or carry out
Expedite	Accelerate the process or progress of
Facilitate	To make a process easier to perform
File	To arrange in a methodical manner
Finalize	To bring something to a point at which everything has been agreed upon and arranged
Forecast	To predict; to estimate in advance
Formulate	Develop or devise
Foster	To promote the growth or development of
Generate	To bring into existence; to cause to be; to produce
Greet	To welcome in a cordial, professional manner
Guide	To show or lead the way to; to manage the affairs of; to influence the conduct or opinions of
Gather	To collect; to accumulate and place in order
Hire	To employ
Identify	To ascertain the origin, nature, or definitive characteristics of
Implement	Carry out; execute a plan or program
Improve	Make something better, enhance the value or quality of
Initiate	Start or introduce
Inspect	Critically examine for suitability; carries with it the authority to accept or reject
Instruct	To teach; to coach; to impart or communicate knowledge
Insure	To make certain by taking necessary measures & precautions
Interpret	To conceive the significance of something; to explain something to others
Interview	To obtain facts or opinions through inquiry or examination of various sources
Investigate	Study through close examination and systematic inquiry
Issue	Put forth or distribute officially
Lead	To guide or direct on a course or in the direction of; to channel; to direct the operations of
Maintain	Keep in an existing state; uphold
Manage	Exercise administrative, executive, and supervisory direction
Mediate	To oversee an attempt to solve a dispute by working with both sides to help them reach an agreement
Mentor	To provide advice and support to, and watch over and foster the progress of a less experienced person
Modify	To make changes to
Monitor	Watch, observe, or check for a specific purpose; keep track of
Negotiate	Confer with others for the purpose of reaching agreement
Notify	To make known
Operate	Perform an activity or function

## Commonly Used Action Verbs for Job Profiles and Descriptions

Organize	To set up an administrative structure; to arrange or form
Outline	To make a summary of significant features
Oversee	To supervise, to watch or survey
Participate	To take part in
Perform	Fulfill or carry out an action or function
Plan	Devise or project the realization of a course of action
Prepare	To make ready for some purpose, use or activity
Present	To introduce; to bestow; to offer to view
Prioritize	To order or rank things according to their importance or urgency
Proceed	Begin to carry out an action
Process	Handle in accordance with prescribed procedures

<b>Verb</b>	<b>Definition</b>
Promote	Encourage growth and development; further something by arranging or introducing it
Proofread	To read a text to identify errors and make corrections
Produce	To give shape or form to, to make or yield something
Project	To estimate something by extrapolating data
Propose	Declare a plan or intention
Provide	Supply what is needed; furnish
Purchase	To buy something using money or its equivalent
Pursue	Employ measures to obtain or accomplish
Recognize	To perceive clearly; to acknowledge with a show of appreciation
Recommend	Advise or counsel a course of action; offer or suggest for adoption
Recruit	To seek out others to become new members, students, or personnel
Refer	To send or direct for aid, treatment, information, or decision
Register	To enter in a record; to enroll formally or officially
Regulate	To bring to order or method of
Report	Give an account of; furnish information or data
Represent	Act in the place of or for
Research	Inquire into a specific matter from several sources
Resolve	To find a solution
Respond	To reply or to react to
Review	Go over or examine critically; examine or re-examine
Revise	Rework in order to correct or improve
Schedule	Plan a timetable
Screen	To examine and separate nature of importance; to filter
Secure	Keep free from risk of loss
Select	Choose the best suited
Serve	To be of assistance to or promote the interests of; to act in a particular capacity
Sign	Formally approve a document by affixing a signature
Solve	To find a solution for
Specify	State precisely in detail or name explicitly
Standardize	To bring into conformity to something established by authority, custom, or general consent as a model or criterion
Submit	Yield or present for the discretion or judgment of others
Summarize	Succinctly present an abstract of the main points either orally or in writing
Supervise	Personally oversee, direct, or guide the work of others with responsibility for meeting standards
Support	To promote the interests or cause of
Survey	To examine as to condition, situation, or value
Track	To observe and monitor the course
Train	Teach or guide others to bring up to a predetermined standard
Transcribe	Transfer data from one form of record to another without changing the nature of the data
Update	To bring current
Utilize	To make use of
Verify	Confirm or establish authenticity; substantiate
Write	To author, to draft

