

JOB DESCRIPTION ACTION VERBS

The following is a list of commonly used action verbs for describing positions. Each verb has been defined in the context of job evaluation usage. These action verbs should be used when completing the Job Analysis Questionnaire.

ACKNOWLEDGES:	Recognizes as true or pertinent; admits obligation; reports receipt of (a letter, check, etc.)
ACTS:	To exercise the power of the position specified, often in absence of the individual usually performing duties of the position.
ADVISES:	To offer advice with responsibility for some interpretation and decision making.
ANALYZES:	Studies parts, elements, or factors of a situation or problem in detail to determine course of action, solution, or outcome; examines critically for understanding the organization or nature of, (e.g., analyzes malfunction of computing circuits.)
APPRAISES:	To evaluate in order to determine the extent of accomplishment or to judge the value of.
APPROVES:	To sanction officially; to accept.
ARRANGES FOR:	To take appropriate measures to see whatever may be needed is available for use when needed.
ASSESSES:	Same as Reviews.
ASSIGNS:	Appoints, prescribes a course of action; specifies, selects, or designates, (e.g., assigns responsibilities to subordinate personnel).
ASSISTS:	To help other persons in the performance of some task for which the group being assisted has prime responsibility.
ATTENDS:	To be present.
AUTHORIZES:	To grant permission to conduct an activity.
CALCULATES:	To determine by mathematical process. (Implies simple mathematical processes and exact results.)
CHECKS:	Examines to find out whether something is being done correctly, and reports as necessary. (Contrast with "Monitors".)
COLLABORATES:	To work or act jointly with another equally responsibility party.
COMPLIES:	Collects into proper or designated form, (e.g., complies data into a report.) Composes out of materials from other documents, such as summary reports and statistical summaries, from several individual reports.
COMPUTES:	Determines an exact result by mathematical processes; reckons or counts; takes account (e.g., computes a payroll).

CONDUCTS:	To carry out work in a situation where leadership and guidance must be given to those cooperating in the performance of the work.
CONTROLS:	To regulate performance in order to ensure fulfillment of that which is prescribed.
COORDINATES:	To bring into common action, condition, or harmony with others (generally with equal ranks, not direct subordinates.) To provide a smooth operation (e.g., to coordinate the work of keypunching and tabulating to meet production schedule deadlines.)
CREATES:	Makes, plans, designs, or generally brings about something new and original in thought and imagination.
DECIDES:	To render judgment or settle on an action to be taken when there is a choice to be made.
DELEGATES:	Assigns a function and the authority (and possible power) needed to fulfill a function, and also specify the kinds of decisions to be made.
DEVELOPS:	To go through the process of evolving the specified action or plan.
DISSEMINATES:	To cause to be brought to the attention of others.
DISTRIBUTES:	Divides, deals out, portions, administers, dispenses (e.g., distributes incoming mail to divisions.)
DRAFTS:	Makes a preliminary sketch or composition of (e.g. drafts correspondence.)
ESTABLISHES:	To secure permanent acceptance for a specified action or requirement; to set up.
ESTIMATES:	To calculate approximately.
EVALUATES:	To ascertain the value, or judge the relative value or worth of.
FORECASTS:	To predict realistically future events or possible results of actions, usually by making comparison with past events.
FORMULATES:	To reduce to, and express in, a systematic statement.
IMPLEMENTS:	To fulfill or put into practice management policies or decisions (executes and decides means).
INFORMS:	Counsels others about issues which may be useful now or in the future.
INITIATES:	Brings into practice or use, introduces by first doing or using (e.g., initiates routine correspondence.)
INTERPRETS:	To explain or tell the meaning of with some responsibility for accuracy of information given.

INVESTIGATES:	To inquire into, observe and search, in order to ascertain the facts. The action also may involve examination of acts for the purpose of drawing conclusions.
KEEPS INFORMED:	To maintain awareness of all important facts of a subject, in order to be able to evaluate them.
MAINTAINS:	To carry on; keep a document, record, or condition up to date.
MANAGES:	To handle or direct with a degree of skill; to succeed in accomplishing or achieving.
MONITORS:	Examines the work of juniors to see that the desired end is being achieved, and takes corrective action, if necessary.
NEGOTIATES:	To confer or exchange views regarding a basis of agreement, and to come to terms subject to approval by final authorities for each side.
ORDERS:	An authoritative direction or instruction; command; mandate.
ORGANIZES:	To arrange systematically the interdependent parts of an activity or work of a group.
ORIGINATES:	To produce as new, or to begin the use of.
OVERSEES:	To watch over and direct (insure work is done correctly, but does not complete the work themselves)
PARTICIPATES:	To have a share, in common with the others, in acting, as specified.
PLANS:	To devise or project, a method or course of action.
PREPARES:	To go through the process of making the specified item, or initially filling out required forms where several more specific actions (such as investigate, develop, determine, write, type, etc.) may be involved.
PRESIDES:	To occupy the place of authority, to direct for the purpose of regulating proceedings.
PROGRAMS:	Works out a sequence of operations to be performed (as an electronic computer).
RECOMMENDS:	To suggest or propose that specified action be taken.
REFERS:	To send, or otherwise bring to the attention of another, something which requires action on his/her part.
RESEARCHES:	Conducts investigation or experimentation aimed at the discovery and interpretation of facts.
REVIEWS:	To go over or examine deliberately for the official purpose of taking or recommending appropriate action.

SEARCHES:	To seek by looking over and through, to be subject to a thorough inspection for the purpose of finding something or to probe into what is specified.
SELECTS:	To take as preference from among others, to pick out.
SERVES:	To participate actively in the performance of an assignment made to a group.
SUBMITS:	To offer or put forward, for consideration and judgment or decision of another.
SUPERVISES:	To exercise active direction over, and critically evaluate; having effective control over their employment relationship.
VERIFIES:	Proves, confirms, substantiates; authenticates; checks or tests the accuracy or exactness of (e.g., verifies by comparing payroll to draft payroll.)