

Action Verbs

In preparing the position summary and describing the essential and marginal functions of a position, you are asked to use **action verbs**. Since every function of a job should be a description of something an employee does, it makes sense to lead with a word that describes that action. An action verb is a word that conveys actions or behaviors, and reflects the type of performance that is to occur. Action verbs reflect behaviors that are measurable, observable, verifiable, and reliable.

While by no means a comprehensive list, the following table lists some action verbs that are frequently seen in position descriptions that may help you get started:

Action Verbs That Describe:

Creativity	Research	Administration	Communication	Control
Compose	Collect	Administer	Communicate	Allocate
Create	Conduct	Approve	Demonstrate	Assign
Design	Critique	Classify	Edit	Audit
Devise	Diagnose	Coordinate	Inform	Commit
Develop	Experiment	Delegate	Inquire	Conserve
Estimate	Explore	Establish	Interview	Ensure
Forecast	Formulate	Manage	Mail	Evaluate
Model	Gather	Plan	Notify	Guarantee
Originate	Investigate	Record	Persuade	Regulate
Project	Research	Review	Publish	Restrict
Schedule	Test	Supervise	Write	Verify

Action Verbs That Describe:

Helping	Physical Demands	Data Skills	Evaluation	Leadership
Advocate	Ascend	Assess	Appraise	Approve
Assist	Build	Balance	Analyze	Chair
Coach	Carry	Budget	Compare	Head
Collaborate	Drive	Calculate	Detect	Hire
Encourage	Install	Debug	Examine	Lead
Explain	Measure	Forecast	Evaluate	Motivate
Guide	Move	Predict	Inspect	Organize
Instruct	Observe	Program	Interpret	Oversee
Mentor	Operate	Project	Solve	Prepare
Serve	Positions	Qualify	Study	Review
Show	Repair	Reconcile	Summarize	Schedule
Train	Transport	Reduce	Survey	Standardize

Source: University of South Florida, 2008