

Glossary of Action Verbs

The following compilation of action verbs is intended as a guide to common verbs used in writing job descriptions.

Act – To exert one’s powers in such a way as to bring about an effect; to carry out a purpose.

Add – To affix or attach; to perform mathematical addition of figures.

Administer – To manage or direct the application or execution of; to administrate.

Adopt – To take and apply or put into practice; to accept, as a report.

Advise – To give advice to; to recommend a course of action (not simply to tell or inform).

Affirm – To confirm or ratify.

Align – To arrange or form in a line.

Amend – To change or modify.

Analyze – To study the factors of a situation or problem in order to determine the solution or outcome. Factors studied should be unrelated and then from this information individual makes a decision. To study various unrelated facts to arrive at a conclusion.

Anticipate – To foresee events, trends, consequences, or problems.

Apply – To adjust or direct; to put in use, as a rule.

Appraise – To evaluate as to quality, status, effectiveness.

Approve – To sanction officially; to accept as satisfactory; to ratify (thereby assuming responsibility for). Used only when individual has final authority.

Arrange – To place in proper order.

Ascertain – To find out or learn for a certainty.

Assemble – To collect or gather together in a predetermined order; to fit together the parts of.

Assign – To fix, specify or delegate. Legally, to transfer or make over to another.

Assist – To lend aid; to help; to give support to.

Assume – To take to or upon oneself; to undertake.

Assure – To confirm; to make certain of; to state confidently.

Attach – To bind, fasten, tie or connect.

Attend – To be present for the purpose of making a contribution.

Audit – To make a final and official examination of accounts.

Authorize – To empower; to permit; to establish by authority.

Balance – To arrange or prove so that the sum of one group equals the sum of another.

Batch – To group into a quantity for one operation.

Calculate – To ascertain by computation.

Cancel – To strike out or cross out.

Carry – To convey through the use of the hands.

Center – To place or fix in or at the center; to collect to a point.

Chart – To draw or exhibit in a chart or graph.

Check – To examine; to compare for verification.

Circulate – To disseminate; to distribute in accordance with a plan.

Classify – To separate into groups having systematic relations.

Clear – To obtain the concurrence, dissent or agreement of other officers prior to signature.

Clear – (office equipment) to renew a previous accumulation of figures.

Close – To end or terminate.

Code – To transpose words or figures into symbols or characters (letters or numbers).

Collaborate – To work or act jointly with others.

Collate – To bring together in a predetermined order.

Collect – To gather facts or data; to assemble; to accumulate.

Compile – To collect into a volume; to compose out of material from other documents.

Compose – To make up; to fashion; to arrange.

Compute – To determine or calculate mathematically.

Consolidate – To combine into a single whole.

Construct – To set in order mentally, to arrange.

Control – To exercise, directly, guiding or restraining power over.

Cooperate – To act or operate jointly with others; to collaborate.

Coordinate – To bring into common action, condition, etc.

Copy – To make a copy or copies of; to transfer or reproduce information.

Correct – To rectify; to make right.

Correlate – To establish a mutual or reciprocal relation.

Cross-off – To line out, to strike out.

Cross out – To eliminate by lining out.

Date stamp – To note the date by stamping.

Delegate – To entrust to the care or management of another.

Delete – To erase, to remove.

Determine – To fix conclusively or authoritatively; to decide; to make a decision.

Develop – To evolve; to make apparent; to bring to light; to make more available or usable.

Direct – To regulate the activities or course of; to govern or control; to give guidance to.

Discuss – To exchange views for the purpose of arriving at a conclusion.

Disassemble – To take apart.

Disseminate – To spread information or ideas.

Distribute – To divide or separate into classes; to pass around; to allot.

Divide – To separate into classes or parts, subject to mathematical division.

Draft – To write or compose papers or documents in rough, preliminary, or final form, often for clearance and approval by others.

Edit – To revise and prepare as for publication.

Effectively recommend – To initiate an action or procedure, subject only to the routine or administrative control of some other person.

Establish – To set up; to institute; to place on a firm basis.

Evaluate – To appraise; to ascertain the value of.

Examine – To investigate; to scrutinize; to subject to inquiry by inspection or test.

Execute – To give effect; to follow through to the end; to complete.

Exercise – To bring to bear or employ actively, as authority or influence.

Expedite – To hasten the movement or progress of; to remove obstacles; to accelerate.

Extract – To draw forth; to withdraw; to separate; to determine by calculation.

Facilitate – To make easy or less difficult.

Feed – To supply material to a machine.

Figure – To compute.

File – To lay away papers, etc., arranged in a methodical manner.

Fill in – To enter information on a form.

Find – To locate by search.

Flag – To mark in some distinctive manner.

Follow-up – To check the progress of; to see if results are satisfactory.

Formulate – To put into a systemized statement; to develop or devise a plan or policy, or procedure.

Furnish – To provide, supply, or give.

Gather – To collect; to harvest; to accumulate and place in order.

Implement – To carry out; to perform acts essential to the execution of a plan or program; to give effect to.

Inform – To instruct; to communicate knowledge of.

Initiate – To originate; to begin; to introduce for the first time, as a plan, policy, or procedure.

Insert – To put or thrust in; to introduce as a word in a sentence.

Inspect – To examine carefully and critically.

Instruct – To impart knowledge to; to supply direction to.

Interpret – To explain the meaning of; to translate; to elucidate.

Interview – To question in order to obtain facts or opinions.

Inventory – To count and make a list of items.

Investigate – To inquire into systematically.

Issue – To distribute formally.

Itemize – To state in terms or by particulars; to set or note down in detail.

Line – To cover the inside surface; to rule.

List – To itemize.

Locate – To search for and find; to position.

Maintain – To hold or keep in any condition; to keep up to date or current, as records.

Make – To cause something to assume a designated condition.

Manage – To control and direct; to guide; to administer.

Measure – To determine length or quantity of.

Merge – To combine.

Mix – To unite or belong into one group or mass.

Multiply – To perform the operation of multiplication.

Note – To observe, notice, heed.

Notify – To give notice to; to inform.

Obtain – To gain possession of; to acquire.

Observe – To perceive or notice; to watch.

Open – To enter upon; to spread out; to make accessible.

Operate – To conduct or perform activity.

Organize – To arrange interdependent parts; to systemize.

Originate – To produce as new.

Outline – To make a summary of the significant features of a subject.

Participate – To take part in.

Perform – To carry on to a finish; to accomplish; to execute.

Plan – To devise or project a method or a course of action.

Post – To transfer or carry information from one record to another.

Prepare – To make ready for a particular purpose.

Process – To subject to some special treatment; to handle in accordance with prescribed procedures.

Program- To make a plan or procedure.

Propose – To offer for consideration or adoption.

Provide – To supply for use; to furnish; to take precautionary methods in view of a possible need.

Purchase – To buy or procure.

Rate – To appraise or assess; to settle the rank or quality.

Receive – To take, as something that is offered.

Recommend – To suggest courses of action or procedures to other persons who have the primary responsibility for adopting and carrying out the actions or procedures recommended.

Reconstruct – To construct again; to restore.

Record – To register; to make a record of.

Refer – To direct attention; to make reference, as in referring to record.

Register – To enter in a record; to list.

Release – To permit the publication or dissemination of information at a specified date but not before.

Remit – To transfer or send, as money in payment.

Render – To furnish or contribute.

Represent – To take the place of.

Request – To ask for something.

Require – To demand; to insist upon.

Requisition – To make a request for something, usually records or supplies.

Report – To furnish information or data.

Research – To inquire specifically, using involved and critical investigation.

Review – To go over or examine deliberately or critically, usually with a view to approval or dissent; to analyze results for the purpose of giving an opinion.

Revise – To make a new, improved, or up-to-date version of.

Route – To prearrange and direct locations to which an article is to be sent.

Scan – To examine point by point; to scrutinize.

Schedule – To plan a time table; to set specific times for.

Screen – To examine closely, generally so as to separate one group or class from another.

Search – To look over and through for the purpose of finding something.

Secure – To get possession of; to obtain.

See – To make certain of; to learn through observation.

Select – To choose from a number of others of similar kind.

Separate – To set apart from others for a special use; to keep apart.

Sign – To affix a signature to.

Sort – To put in a definite place or rank according to kind, class, etc.

Stack – To pile up.

Stimulate – To excite, rouse, or spur on.

Study – To consider attentively; to ponder or fix the mind closely upon a subject.

Submit – To present, for decision, information for judgement of others.

Sub-total – To take interim total.

Subtract – To deduct one number from another.

Summarize – To make an abstract; to brief.

Supervise – To oversee for directions; to inspect with authority; to guide and instruct with immediate responsibility for purpose to performance; to superintend; to lead.
Types of supervision include:

- (1) Direct Supervision – Involves guidance and direction over individuals who report to and are directly responsible to the supervisor. Includes supervision of work, training, and personnel functions.
- (2) Close Supervision – Individual does not use own initiative. Is instructed by supervisor as to the solution and selection of the proper procedures to follow.
- (3) Limited Supervision – Individual proceeds on his own initiative in compliance with policies, practices, and procedures prescribed by his immediate supervisor.
- (4) General Supervision – Involves guidance and direction actually carried out by the immediate supervisor.

(5) **Supervision of Work** – Includes: work distribution, scheduling, training, answering of questions related to work, assists in solving problems, etc. Does not include any personnel functions such as: salaries, discipline, promotions, etc.

(6) **Training Responsibility** – Involves advice, information, and guidance on specialized matters, involves no authority. Gives instruction in regard to procedures.

Survey – To determine the form, extent, position, etc., of a situation, usually in connection with gathering of information.

Tabulate – To form into a table by listing; to make a listing.

Test – To put to proof; to examine, observe, or evaluate critically.

Trace – To record the transfer of an application or document; to copy, as a drawing.

Train – To increase skill or knowledge by capable instruction, usually in relation to a pre-determined standard.

Transcribe – To make a typewritten copy from shorthand notes or a dictated record; to write a copy of.

Transpose – To transfer; to change the usual place or order.

Type – To typewrite.

Underline – To emphasize or identify by drawing a line under the characters or subject.

Verify – To prove to be true or accurate; to confirm or substantiate; to test or check the accuracy of.

Write – To form characters, letters, or words with pen or pencil; to fill in, as a check or form.