

Appendix #3 – Action Verbs for Job Descriptions

Accommodated	Determined	Monitored
Administered	Developed	Motivated
Adjusted	Directed	Negotiated
Advised	Distributed	Notified
Aided	Documented	Organized
Allocated	Edited	Oversaw
Amended	Educated	Performed
Analyzed	Employed	Placed
Answered	Entered	Planned
Applied	Ensured	Practiced
Appraised	Established	Prepared
Approved	Explained	Presented
Archived	Figured	Promoted
Arranged	Filed	Proofread
Assessed	Formatted	Provided
Assigned	Formulated	Published
Assisted	Found	Raised
Attached	Gathered	Read
Attended	Grouped	Received
Audited	Guided	Recommended
Authorized	Handled	Recruited
Balanced	Hired	Required
Began	Identified	Relayed
Budgeted	Illustrated	Reported
Cared for	Improved	Represented
Calculated	Implemented	Researched
Checked	Increased	Responsible
Coached	Initiated	Reviewed
Collected	Informed	Scheduled
Command	Instructed	Selected
Communicated	Insured	Sold
Compacted	Interacted	Sourced
Completed	Interpreted	Specialized
Conducted	Interviewed	Specified
Controlled	Investigated	Supervised
Consulted	Invoiced	Transcribed
Coordinated	Kept	Treated
Counseled	Listened	Taught
Couriered	Located	Typed
Created	Maintained	Verified
Customized	Managed	
Delegated	Manipulated	
Delivered	Marketed	
Dealt	Mediated	
Demonstrated	Met	
Designed	Modified	

