

Issue	To deliver or give out.
Interpret	To explain or tell the meaning of.
Investigate	To inquire into, observe and search, in order to ascertain the facts. This action also may involve examination of facts for the purpose of drawing conclusions.
Maintain	Do not use. Instead use an action verb such as Checks, Drafts, Posts, Calculates, to describe WHAT the employee does.
Monitor	To watch over in order to discern indications of possible deviation from acceptable standards so that prompt corrective action can be taken.
Negotiate	To confer formally for the purpose of arranging some matter by mutual agreement.
Observe	To take notice; to comment generally with, on or upon.
Operate	To perform a work or labour.
Organize	To arrange systematically the interdependent parts of an activity or work of a group of persons in order to achieve an objective.
Originate	To produce as new, or to begin the use of.
Participate	To have a share, in common with others, in acting as specified.
Perform	To carry out or execute some action, or to do something with skill.
Plan	To devise or project, a method or course of action.
Preside	To occupy the place of authority; to direct for the purpose of, or to regulate proceedings.
Promote	To encourage the use of; to help bring into being.
Provide	To supply or give what may be required.
Publish	To make publicly or formally known; to announce officially.
Receive	Except in Stores positions, do not use. Instead use an action verb to describe WHAT the employee does.
Recommend	To suggest strongly or propose that specified action be taken.
Record	To write or enter on a form for the purpose of preservation.
Refer	To send, or otherwise bring to the attention of another, something which requires action on his part.
Remove	To change the location of, or to transfer.
Repair	To restore to a sound or good state.
Replace	To take the place of, or to restore to former place.
Report	To give a formal or official account of.
Request	To ask for something, providing a reason or purpose.