

DEFINITIONS OF ACTION VERBS FREQUENTLY USED IN JOB DESCRIPTIONS

Adjust	To bring to a satisfactory state.
Advise	To give advice or to offer counsel.
Allocate	To apportion for a specific purpose or to persons or things.
Amend	To alter formally by modification, deletion or addition.
Analyze	To study or determine the nature and relationship of the parts of by analysis.
Appraise	To estimate the value or amount of, or to judge as to quality.
Approve	To sanction officially; to accept as satisfactory.
Arrange	To make an agreement with another or others, to schedule.
Assemble	To collect into one place or body, or to fit together the parts of.
Assign	To fix, specify or designate, to determine authoritatively, to allot or apportion.
Assist	Do not use. Instead use an action verb such as Types, Checks, Collates, to describe WHAT the employee does.
Assure	To make certain and convey to others the certainty that an event or action will take place.
Attend	To be present.
Audit	To examine officially in order to assess performance against regulations and accepted standards.
Authorize	To grant permission for the conduct of an activity. (This implies that prior approval in principle has been given by higher authority).
Brief	To give essential information; to summarize.
Calculate	To determine by mathematical processes.
Carry Out	Implies performance of a variety of related tasks. It is preferable to describe activities in more definite terms, such as Inspects.
Change	To alter to make an essential difference.
Check	To control, test, verify, investigate by means of inspection or comparison.
Classify	To group or segregate in classes in accordance with an established system of relationship.
Collate	To compose carefully in order to verify and often to integrate.
Collaborate	To work or act jointly with another with equal responsibility.
Compile	To collect; to compose out of materials from other documents.
Compose	To put together in a fashion involving adaptation of forms of expression.
Compute	To estimate numerically by mathematical calculation.