

Writing a Job Description: Action Verbs

The following list is commonly used action verbs for describing positions within a job description. An *action verb* is a word that conveys actions or a set of behaviors that reflect a type of performance that can be verifiable, measurable, and/or observable. Action verbs help Managers, Employees, and Candidates understand the needed responsibilities tasked within a job. The following list is helpful in writing and creating your job descriptions and should be used as a guide (not intended to be fully exhaustive).

Administration and Execution

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| advises | Offers an informed opinion or give specialized information to others. |
| adapts | Modifies or changes to fit specific or new situations. |
| appoints | Sets, officially, arranges. |
| approves | Exercises final and decisive authority, causing action to use money, manpower, materials, or equipment. |
| arranges | Make preparations for, to plan. |
| checks | Proofs or reviews for errors. |
| consults | Considers, asking advice or requests opinion of. |
| controls | Directs, regulates, or guides the use of money, methods, equipment, and materials. Also, the process of monitoring activities to ensure conformance with planned results. |
| coordinates | Regulates, adjusts or directs the related actions of others in order to attain desired results. |
| decides | Select a course of action. |
| delegates | Entrusts to another person tasks or duties which require exercise of some of the authority of the person originally responsible. |
| determines | Fixes conclusively, regulates. To decide by choice of alternatives. |
| enforces | To carry out effectively. |
| establishes | Institutes permanently by enactment or agreement. |
| executes | Puts into effect or carries out methods, plans, etc. |
| maintains | Keeps in satisfactory condition. |
| orders | Arranges or commands to come to a specified place or decision. |
| organizes | Sets up an administrative structure for. Arranges by systematic planning and united effort. |
| plans | Designs or plots a scheme or project by means or method devised for doing something to achieve an end. |
| prevents | Keeps from happening or holding back. |
| rejects | Refuses to accept, consider or submit to. |
| requires | Asks for by right and authority, requests. |
| returns | Goes back in thought or action. Gives an official account to a superior. |
| stops | Keeps from carrying out a proposed action. |
| trains | Teaches, demonstrates, or guides others in the performance of assigned work. |

Design and Creation

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| creates | Produces through imaginative skill. |
| designs | Creates or fashions a plan or idea. |
| develops | Discloses, discovers, perfects, or unfolds a plan or idea, in detail, gradually. Implies study and/or experiment unless otherwise stated. |
| devises | Forms in the mind by combinations of ideas, new applications of principles, or new arrangement of parts. |

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| establishes | Institutes permanently by enactment or agreement. |
| estimates | Forecasts future quantities, values, sizes, extents, etc., either on the basis of judgment or calculations. |
| forecasts | Predicts future events based on specified assumptions. |
| formulates | Puts into a systemized expression or statement. |
| initiates | Sets going or introduces. |
| installs | Sets up for use. |
| originates | Begins or initiates. |
| plans | Designs or plots a scheme or project by means or method devised for doing something to achieve an end. |
| projects | Plans, figures, or estimates for the future. |
| schedules | Appoints a fixed time. |

Management and Leadership

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|-------------------|---|
| advises | Offers an informed opinion or gives specialized information to others. |
| aids | Provides with what is useful or necessary for achieving an end. |
| authorizes | Approves or commits an act implying subsequent action by others. |
| cooperates | Acts jointly with others. Acts or works with others to obtain a mutual benefit. |
| encourages | Gives help, inspires or pay patronage to. |
| explains | Make plain or understandable. |
| guides | Directs, supervises, or influences the training of people. |
| implements | Carries out or fulfills by taking action. |
| motivates | Provides incentive or drive. |
| protects | Maintains status or integrity of projects, ideas. |
| serves | Complies with the commands and demands of a supervisor, group. |
| suggests | Offer for consideration or action |
| supervises | Personally oversees or controls work performance and conduct of others, where there is opportunity for control or inspection of work performed. |

Analysis and Research

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| accepts | Gives admittance or approval to. |
| acquires | Comes into possession or control of an item or items. |
| arranges | Makes preparations for, to plans. |
| collects | Gathers or exacts information or materials from a number of persons or sources. |
| compiles | Puts together information or assembles data in a new form. |
| delivers | Sends or brings a desired object. |
| distributes | Delivers or hands out to several or many. |
| forwards | Sends goods or information onward. |
| furnishes | Provides or equips with what is needed. |
| gathers | Brings together or collects parts of a group. |
| gives | Grants, yields or presents to another. |
| informs | Communicates knowledge to others. |
| inquires | Asks or searches into. |

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| issues | Makes available through distribution. |
| keeps | Preserves or maintains in a good and orderly condition. |
| mails | Sends by postal service or emails. |
| notifies | Gives notice or reports on an occurrence or information. |
| obtains | Gains or possess. Collects, learns, gains |
| procures | Gets possession or obtains by particular care and effort. |
| provides | Supplies support to meet a need, make available. |
| recalls | Calls back or cancels. |
| receives | Comes into possession of or acquires an item, idea. |
| recruits | Increases numbers of a group or bringing in new members. |
| reports | Gives an account or makes a written summary or statement. |
| secures | Puts beyond hazard or receives lasting control. |
| sells | Gives up property in exchange for money. |
| sends | Delivers or dispatches as means of communication or delivery. |
| solicits | Makes a petition or request for services, money. |
| submits | Yields or surrenders to authority. |
| supplies | Makes materials available for use. |
| transfers | Passes over from one person to another. |

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