

## Clear Action Verbs

The verbs below are not necessarily tied to the categories in which they have been placed. They are meant to draw out a more accurate, descriptive picture of what someone actually does. They are preferable to terms such as “works with,” “responsible for,” “administers,” and “processes,” which are generic in nature and do not provide enough information regarding what specifically is done or the levels of complexity and responsibility involved.

Data	People	Things
Accesses or Locates (from databases or files)	Advises, or Recommends or Suggests to	Accepts (goods, materials)
Analyzes	Aids, Assists	Carries
Checks or Verifies	Approves or Authorizes	Cleans or Sanitizes
Compares and/or Contrasts	Assigns to	Delivers
Compiles or Gathers	Asks or Requests of	Diagnoses or Troubleshoots
Computes or Tabulates	Communicates to/with	Drives
Copies or Records	Confers or Coordinates with	Handles
Corrects	Directs	I Inspects
Creates (Information)	Encourages	Installs
Deletes	Explains or States to	Mails
Designs or Devises	Facilitates or Conducts	Maintains
Determines or Decides	Hires	Manipulates
Describes	Instructs or Trains	Modifies or Alters
Develops	Interviews	Operates, Controls
Edits, Revises or Updates	Mentors	Operates, Controls
Enters or Files (data)	Negotiates	Picks up
Establishes	Notifies	Pulls and/or Pushes
Evaluates	Orders	Purchases or Orders
Forecasts	Persuades, Diverts or Sells	Sets up or Constructs
Formulates	Presents to	Sorts or Separates
Forwards, Releases, Routes, or Transmits	Provides input or feedback, or Responds to	Stamps
Identifies	Reports to	Transports
Interprets or Judges	Schedules	
Investigates or Researches	Serves or Helps	
Logs	Speaks to	
Measures or Weighs	Supervises or Leads	
Organizes	Takes instructions or requests from	
Proofreads		
Prepares (Statistics, summaries)		
Prints or Runs (reports)		
Reads and absorbs		
Reconciles		
Reviews		
Submits		
Studies		
Surveys		
Synthesizes		
Writes		