Action Verbs & Definitions

**A**

* **Accumulate:** assemble or collect
* **Administer:** to manage or direct execution of
* **Analyze:** to examine factors in order to determine a solution
* **Appraise:** assess; to evaluate as to quality
* **Approve:** provide information; endorse with final authority
* **Ascertain:** to find out or come to a conclusion
* **Assign:** delegate; appoint
* **Assure:** make certain; confirm
* **Audit:** examine and review of accounts, programs, or systems
* **Authorize:** empower; to give authority

**B**

* **Budget:** to allocate funds in a budget

**C**

* **Calculate:** to determine by mathematical computation
* **Check:** to compare with a source; to inspect
* **Close Supervision:** individual does not use own initiative, is instructed by supervisor as to the solution and selection of the proper procedures to follow
* **Collaborate:** to work or act jointly with others
* **Collect:** gather facts or data
* **Compile:** to collect material from sources into a volume
* **Complete:** conclude; bring to an end
* **Conduct:** lead; do; carry on a process
* **Consolidate:** bring together into one whole
* **Consult:** to ask advice; confer with
* **Contact:** to be in communication with
* **Contribute:** to give or supply in common with others
* **Control:** authority to direct or regulate
* **Coordinate:** to organize; to bring into common action
* **Counsel:** to advise

**D**

* **Define:** precise in detail; limited to determining the course to follow
* **Delegate:** to assign responsibility
* **Delegated Responsibility:** authority to action as appropriate, but must inform supervisor of actions and in non-routine situation
* **Design:** to create or fashion
* **Determine:** to identify conclusively; to make a decision
* **Develop:** to compose or evolve
* **Dictate:** to issue an order
* **Direct:** to determine the course of; to carry out the organizing, energizing and supervising
* **Direct Supervision:** involves guidance and direction over individuals who report to and are directly responsible to the supervisor; includes supervision of work, training, and personnel functions
* **Discuss:** to exchange views; to arrive at a conclusion
* **Distribute:** divide among several; deliver
* **Draft:** to write or compose papers or documents in rough, or preliminary or final form; often for clearance by others

**E**

* **Ensure:** to make certain; guarantee on outcome
* **Establish:** to institute; to bring about; effect
* **Evaluate:** to determine the worth or success of by careful study
* **Examine:** to investigate closely; scrutinize
* **Execute:** to carry out fully to completion
* **Expedite:** accelerate the process or progress

**F**

* **Facilitate:** to make easy or less difficult
* **Follow-up:** to check the progress of
* **Forecast:** to calculate or predict an outcome
* **Formulate:** to develop of devise a plan, policy, or procedure
* **Function:** specific kind of work to be performed

**G**

* **Gather:** to accumulate; bring parts together
* **General:** not precise; detailed or specific instructions
* **General Responsibility:** must obtain supervisor’s approval before proceeding
* **General Supervision:** involves guidance and direction actually carried out by the immediate supervisor

**I**

* **Implement:** to carry out; to perform activities essential to plan or program
* **Improve:** to enhance in value or quality; make better
* **Inform:** to instruct; to communicate knowledge of
* **Initiate:** to originate; to introduce for the first time
* **Inspect:** to examine carefully and critically
* **Instruct:** to impart knowledge or direction to
* **Interpret:** to explain the meaning of; to translate
* **Interview:** to question in order to obtain facts or opinions
* **Inventory:** to count and make a list of items
* **Investigate:** to inquire into systematically
* **Issue:** to distribute formally

**L**

* **Limited Supervision:** individual proceeds on his or her own initiative in compliance with policies, practices, and procedures prescribed by his or her immediate supervisor

**M**

* **Maintain:** to keep up-to-date or current; to hold
* **Make:** to cause to happen
* **Manage:** to control and direct; to administer
* **Motivate:** to cause others to act

**N**

* **Non-Routine:** irregular or infrequent situations
* **Notify:** to give notice to; to inform

**O**

* **Obtain:** to gain, use or be in possession of; to acquire
* **Operate:** to conduct or perform an activity

**P**

* **Participate:** to take part of
* **Plan:** to devise a method or course of action
* **Present:** to bring or introduce
* **Produce:** to create; develop; yield
* **Provide:** to supply for use; to furnish

**R**

* **Receive:** to take something that is offered
* **Recommend:** to advise a course of action
* **Record:** to register; to make a record of
* **Reject:** to refuse to accept
* **Release:** to permit the distribution of
* **Report:** to furnish information
* **Represent:** to take the place of
* **Responsibility:** accountability for decisions and actions
* **Review:** to go over or examine in order to give approval
* **Revise:** to update or make a new version of
* **Routine:** regular procedure; norm or course of business

**S**

* **Schedule:** to establish or plan specific timing and staffing
* **Secure:** to gain possession of; to obtain
* **See:** to make certain of
* **Service:** to provide assistance
* **Sign:** to affix signature and approval or receipt
* **Specify:** to name or state explicitly
* **Standardize:** to bring into conformity with established criteria
* **Store:** to place or leave in a location
* **Structure:** arranged in a definite pattern or organization
* **Study:** to consider attentively
* **Submit:** to present for decision or judgment by others
* **Supervise:** to guide and instruct with immediate responsibility for the daily performance of others
* **Supervision of Work:** includes: work distribution, scheduling, training, answering of questions related to work, assisting in solving problems, etc. Does not include any personnel functions, such as salaries, discipline, promotions, etc.
* **Supply:** to provide or furnish with
* **Survey:** to determine the form, extent, position of a situation

**T**

* **Total Responsibility:** complete authority to take actions as appropriate subject only to policies or general rules
* **Train:** to provide instruction so as to increase skill or knowledge of others
* **Training Responsibility:** involves advice, information and guidance on specialized matters, involves no authority; gives instruction in regarding to procedures

**V**

* **Verify:** to confirm; substantiate