

Action Words for Job Descriptions

acquiring	detailing	initiating	programming
adjusting	determining	inspecting	projecting
administering	developing	installing	promoting
advising	devising	instructing	proposing
analyzing	directing	insuring	providing
applying	discovering	integrating	publishing
arranging	displaying	interpreting	qualifying
assembling	distributing	interviewing	rating
assessing	drafting	introducing	recommending
assisting	editing	investigating	reducing
attaining	educating	issuing	regulating
briefing	effecting	learning	relating
budgeting	employing	leading	reorganizing
building	enacting	locating	repairing
cataloguing	encouraging	maintaining	reporting
chairing	engineering	managing	researching
clarifying	establishing	manufacturing	reviewing
classifying	estimating	marketing	revising
coaching	evaluating	mediating	scheduling
collaborating	exchanging	monitoring	screening
communicating	executing	motivating	securing
comparing	expanding	negotiating	selecting
completing	expediting	nominating	serving
complying	explaining	observing	servicing
composing	facilitating	obtaining	solving
conceiving	finalizing	officiating	seeking
conducting	finishing	operating	specifying
constructing	forecasting	ordering	structuring
consulting	formalizing	organizing	studying
contacting	forming	originating	succeeding
contracting	formulating	overseeing	suggesting
contributing	functioning	participating	summarizing
controlling	gathering	performing	supervising
coordinating	generating	preparing	targeting
correcting	guiding	presenting	teaching
counseling	handling	persuading	testing
creating	heading	placing	training
critiquing	helping	planning	transferring
deciding	identifying	presiding	translating
delegating	implementing	prioritizing	updating
delivering	improving	processing	updating
demonstrating	improvising	procuring	verifying
designing	increasing	producing	writing