

Action verbs are key to developing a clear and effective position description. This comprehensive list was designed to assist managers with finding the strongest and most descriptive words to use in a PD. The verbs are grouped together by broad categories and followed by some common working definitions to provide consistency in interpreting key verbs within the CSU.

Administrative Action Verbs

- **Acquire** – Come into possession or control of an item or items
- **Advise** – Offer an informed opinion or give specialized information to others
- **Adapt** – Modify or change to fit specific or new situations
- **Administer** – Oversee the operational details of a process or program and the execution of program goals
- **Aid** – Provide what is useful or necessary for achieving an end
- **Allocate** – Assign or apportion a resource for a specific reason
- **Analyze** – Identify the elements of and critically examine and relate elements to each other or separately or in relation to the whole
- **Ascertain** – Find out or make certain
- **Assess** – Determine the rate, amount, or value
- **Assign** – Specify tasks to be performed by others
- **Arrange** – Make preparations for, to plan
- **Audit** – Methodically examine or review a financial situation or process
- **Authorize** – Approve, usually conveys high level of authority
- **Communicate** – Share or exchange information, news, or ideas
- **Compile** – Put together information or assembles data in a new form
- **Conduct** – Organize and carry out an activity
- **Consult** – Actively consider, seek advice, or request opinion of
- **Conserve** – Use or manage resources wisely
- **Cooperate** – Act or work jointly with others to obtain a mutual benefit
- **Coordinate** – Regulate, adjust or direct the related actions of others in order to attain desired results
- **Delegate** – Entrust to another person tasks or duties which require exercise of some of the authority of the person originally responsible
 - *“Delegate an administrative assistant to represent the department at conferences”*
- **Determine** – Decide by choice of alternatives
- **Develop** – Disclose, discover, perfect, or unfold a plan or idea, in detail, gradually
- **Distribute** – Deliver or hand out to several or many
- **Ensure** – Make certain that something shall occur
- **Establish** – Institute permanently by enactment or agreement
- **Estimate** – Forecast future quantities, values, financials, etc., either on the basis of judgment or calculations
- **Evaluate** – Determine the significance, condition or value of something through careful study or appraisal
- **Execute** – Put into effect or carry out
- **Exercise** – To make effective in action
 - *“Exercise confidentiality, good judgement, and proactive problem solving”*
- **Forecast** – Predict future events based on specified assumptions
- **Formulate** – Put into a systemized expression or statement
- **Furnish** – Provide or equip with what is needed
- **Implement** – Fulfill an action and carry it out to the point of usage

- **Initiate** – Set in motion, introduce
- **Inquire** – Ask or search into
- **Inspect** – Examine applicable materials to determine quality and suitability for use
- **Interpret** – Identify and explain the meaning and significance of something
- **Investigate** – Uncover facts by systematic research, analysis and examination of various sources
- **Launch** – Set in motion, introduce
- **Order** – Arrange or command to come to a specific place or decision
- **Organize** – Set up an administrative structure for; arrange by systematic planning and united effort
- **Process** – Take materials or actions through a series of pre-determined steps
- **Procure** – Get possession or obtain by particular care and effort
- **Project** – Plan, figure, or estimate for the future
- **Propose** – Develop a recommendation or suggestion for the consideration of others
- **Provide Lead Direction** – Guide and give work direction; usually involves assigning, prioritizing and reviewing the work of others
- **Reconcile** – Check, adjust, settle or to make or prove consistent
- **Research** – Critical investigation of a specific inquiry involving gathering information, reviewing and interpreting information and developing conclusions based on knowledge and facts uncovered
- **Resolve** – Settle or find a solution to
- **Review** – Examine and consider facts or results for accuracy, completeness and suitability
- **Secure** – Succeed in obtaining or achieving
- **Solicit** – Make a petition or request for services or money
- **Triage** – Assign degrees of urgency to an object or task
- **Troubleshoot** – Locate and eliminate the source of a problem in the work flow
- **Validate** – Ensure something is founded in truth or sound data and reasoning

Leadership and Management Action Verbs

- **Activate** – Set up or formally introduce with necessary personnel or equipment, to set in motion
- **Advise/Counsel** – Offer an informed opinion or give specialized information to others
- **Coach** – Train by instruction, demonstration and practice; provide performance feedback
- **Direct** – Govern and have control over work operations, involves establishing goals and objectives
- **Encourage** – Give help, inspire or pay patronage to
- **Expedite** – Accelerate the process or progress of a plan or ideas
- **Further** – Promote or advance
- **Guide** – Lead, direct, supervise, or influence the training of people
- **Implement** – Carry out or fulfill by taking action
- **Instruct** – Teach, demonstrate, or impart knowledge to others
- **Manage** – Direct, control, plan and organize the operations of an organizational unit; conveys authority for decision making and accountability for results
- **Motivate** – Provide incentive or drive
- **Negotiate** – Confer with others to reach agreement
- **Oversee** – Supervise/manage a functional area or operation without necessarily having people supervisory responsibility
- **Protect** – Maintain status or integrity of projects, ideas
- **Supervise** – Personally oversee or control the work of others; possess authority to conduct or effectively recommend certain employment actions
- **Train** – Teach, demonstrate, or guide the work performance of others

For additional information, please contact Human Resources at (559) 278-2032.