

Action Verbs for Writing Job Description

Action verbs help hiring managers describe the skills you need your incumbent to possess or responsibilities that your employee will be tasked with on the job.

ACKNOWLEDGES
ACTS
ADVISES
ANALYZES
APPRAISES
APPROVES
ARRANGES FOR
ASSESSSES
ASSIGNS
ASSISTS
ATTENDS
AUTHORIZES
CALCULATES
CHECKS
COLLABORATE
COMPLIES
COMPUTES
CONDUCTS
CONTROLS
COORDINATES
CREATES
DECIDES
DELEGATES
DEVELOPS

DISSEMINATES
DISTRIBUTES
MAINTAINS
MANAGES
MONITORS
NEGOTIATES
ORDERS
ORGANIZES
ORIGINATES
OVERSEES
PARTICIPATES
PLANS
PREPARES
PRESIDES
PROGRAMS
RECOMMENDS
REFERS
RESEARCHES
REVIEWS
SEARCHES
SELECTS
SERVES
SUBMITS
SUPERVISES
VERIFIES