**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
- ASSESSES
- 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
- RESEARCHES
- REVIEWS
- SEARCHES
- SELECTS
- SERVES
- SUBMITS
- SUPERVISES
- VERIFIES