Quick Reference Guide
Actions Verbs for Writing Position Descriptions

accommodate	communicate	draft	interface	recruit
achieve	compile	edit	interpret	reduce
acquire	complete	eliminate	interview	refer
address	compose	enforce	investigate	report
adjust	compute	establish	issue	research
administer	conduct	evaluate	lift	resolve
advise	confer	execute	maintain	review
allocate	consolidate	expand	manage	schedule
analyze	construct	explore	monitor	search
apply	consult	facilitate	motivate	select
appoint	control	formulate	negotiate	solve
approve	coordinate	furnish	observe	specify
arrange	correspond	generate	operate	strategize
assess	counsel	guide	organize	streamline
assign	create	handle	participate	strengthen
assist	customize	hire	perform	summarize
audit	delegate	identify	plan	support
augment	deliver	illustrate	predict	teach
authorize	demonstrate	implement	prepare	track
budget	design	improve	present	train
calculate	develop	improvise	process	translate
circulate	devise	incorporate	program	troubleshoot
clarify	direct	increase	provide	update
clear	disseminate	inform	quantify	validate
collaborate	distinguish	initiate	recognize	verify
collect	distribute	instruct	recommend	
combine	document	interact	record	

Bentley University Human Resources