Job Analysis Questionnaire Attachment 1: Example Action Verbs List

When describing tasks that you currently perform, we recommend leading with an action verb. Action verbs express or convey mental or physical action. The list below has been compiled from a variety of sources to help you in completing your Job Analysis Questionnaire (JAQ). The verbs and definitions in the following list are examples only. Participants filling out a JAQ can use other verbs or term meanings in the completion of their questionnaire.

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| **Action Verb** | **Definition** |
| Accept | Give admittance or approval to. |
| Accumulate | Increase gradually in quantity or number. |
| Acknowledge | Recognizes as true or pertinent; admits obligation; reports receipt of a document or information. |
| Acquire | Come into possession or control of an item or items. |
| Activate | Set up or formally introduce with necessary personnel or equipment. |
| Acts | To exercise power. |
| Adapt | Modify or change to fit specific or new situations. |
| Administer | Manage or direct people, a program, or process. This generally requires additional information, knowledge, or expertise. |
| Adopt | Take up and practice as one's own. |
| Advise | Recommend a course of action; offer an informed opinion based on specialized knowledge |
| Aid | Provide with what is useful or necessary for achieving an end. |
| Allocate | Assign or apportion for a specific purpose or to a particular person. |
| Analyze | Studies parts, elements, or factors of a situation or problem in detail to determine course of action, solution, or outcome; examines critically for understanding the organization or nature of. |
| Anticipate | Foresee and deal with in advance. |
| Appoint | To set officially, arrange. |
| Appraise | To evaluate in order to determine the extent of accomplishment or to judge the value or quality of; provide expertise; compare critically with established standards. |
| Approve | Exercise final and decisive authority; causing action to use money, manpower, materials, or equipment; accept as satisfactory; exercise final authority with regard to commitment of resources; to sanction officially; to accept. |
| Arrange | To make preparations for or to plan or put in proper order. |
| Arranges For | To take appropriate measures to see whatever may be needed is available for use when needed. |
| Ascertain | Find out or learn with certainty. |
| Assemble | Collect or gather together in a predetermined order from various sources. |
| Assigns | Specify or designate tasks or duties to be performed by others; appoints, prescribes a course of action; specifies, selects, or designates. |
| Assists | To help other persons in the performance of some task for which the group being assisted has prime responsibility. |
| Assure | Give confidence; make certain of. |
| Attends | To be present. |
| Audit | Perform a formal examination into selected work, task, or product. |
| Authorize | Grant permission; approve; empower through vested authority. |
| Buy | Acquire possession, ownership or rights to the use of services, items. |
| Calculate | Make a mathematical computation. |
| Check | To proof or review for errors. |
| Checks | Examines to find out whether something is being done correctly, and reports as necessary. |
| Circulate | Pass from person to person or place to place. |
| Clean | To remove dirt or make tidy. |
| Clear | Gain approval of others. |
| Collaborate | Work jointly with; cooperate with others. |
| Collect | Gather information or materials from a number of persons or sources. |
| Compare | To examine characteristics to discover similarities or differences. |
| Compile | Put together information; collect from other documents. Composes out of materials from other documents, such as summary reports and statistical summaries, from several individual reports. |
| Computes | Determines an exact result by mathematical processes; reckons or counts; takes account. |
| Concur | Agree with a position, statement, action, or opinion. |
| Conduct | Carry on; direct the execution of. |
| Confer | Consult with others to compare views. |
| Consider | To observe or think about with regard to taking some action. |
| Consolidate | Bring together. |
| Construct | Build, make or modify. |
| Consult | Seek the advice of others; consider, asking advice or requesting opinion of. |
| Control | Measure, interpret, and evaluate actions for conformance with plans or desired results. Direct, regulate, or guide the use of money, methods, equipment, and materials. Also, the process of monitoring activities to ensure conformance with planned results. |
| Cooperate | Act jointly with others. Act or work with others to obtain a mutual benefit. |
| Coordinate | Regulate, adjust or direct the related actions of others in order to attain desired results, to provide operation of. |
| Correspond | Communicate with. |
| Counsel | Advise or consult. |
| Create | Produce through imaginative skill; makes, plans, designs, or generally brings about something new and original. |
| Debug | To detect, locate and remove mistakes from a routine of malfunctions from a computer. |
| Decide | To select a course of action, to render judgment or settle on an action to be taken when there is a choice to be made. |
| Delegate | Entrust to perform tasks or duties that may carry specific degrees of accountability. |
| Delete | Eliminate or wipe out. |
| Deliver | Carry to intended destination, send or bring a desired object |
| Design | Create or fashion a plan or idea; conceive, create, and execute according to plan. |
| Determine | Resolve, fix, or regulate. To decide between choices or alternatives. |
| Develop | Disclose, discover, perfect, or unfold a plan or idea; to go through the process of evolving the specified action or plan. |
| Devise | Come up with something new, perhaps by combining or applying known ideas or principles. |
| Direct | Guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards; govern or control work. |
| Discuss | Exchange views for the purpose of arriving at a conclusion. |
| Dispose | Get rid of. |
| Disseminate | Spread or disperse information; to cause to be brought to the attention of others. |
| Distribute | Delivers, divides out, portions, administers, dispenses, or handouts to proper destinations. |
| Draft | Prepare papers or documents in preliminary form. |
| Edit | Alter, adapt or refine a written text, concept, or idea. |
| Encourage | Give help, inspire or pay patronage to. |
| Endorse | Support or recommend. |
| Enforce | To effect or gain by force. To carry out effectively. |
| Ensure | Make sure, certain, or safe. |
| Establish | Bring into existence; to secure permanent acceptance for a specified action or requirement; to set up; to institute by enactment or agreement. |
| Estimate | Forecast future quantities, values, sizes, extents, etc., either on the basis of judgment or calculations. |
| Evaluate | Appraise, to determine value, condition, significance, worth, or performance level. |
| Examine | Investigate in order to determine progress, fitness or knowledge. |
| Exchange | Give and receive reciprocally. |
| Execute | Put into effect or carry out methods, plans, etc. |
| Exercise | Exert. |
| Expedite | Accelerate the process or progress of a plan, idea. |
| Explain | Make plain or understandable. |
| Forecast | Predict future events based on specified assumptions. |
| Formulate | Develop or devise; put into a systemized expression or statement. |
| Forward | Send goods or information onward. |
| Furnish | Provide with what is needed; supply. |
| Further | Promote or advance. |
| Gather | Bring together or collect parts of a group. |
| Get | Obtain or receive. |
| Give | Grant or yield to another. |
| Guarantee | Undertake to answer for debt and default or promise security. |
| Guide | Direct, supervise, influence or superintend the training of people. |
| Identify | The act of proving identity. |
| Implement | To fulfill or put into action; carry out; execute a plan or program. |
| Improve | Make something better. |
| Inform | Communicate knowledge to others. |
| Initiate | Bring into practice; start or introduce. |
| Inquire | Ask or search into. |
| Inspect | Critically examine materials, equipment, reports, work, etc., to determine quality, suitability for use, etc. |
| Install | To set up for use. |
| Instruct | Teach, demonstrate, or by other methods impart knowledge to others. Direct that a specific activity be performed, may include directing how it is to be performed. |
| Interpret | Explain something to others; to explain or tell the meaning of with some responsibility for accuracy of information given. |
| Interview | Obtain information through questioning. |
| Investigate | Uncover facts by systematically finding them; study through close examination and systematic inquiry; conducting a search and examining various sources; the action also may involve examination of acts for the purpose of drawing conclusions. |
| Issue | Put forth or to distribute officially; make available through distribution. |
| Keep | Preserve or maintain in a good and orderly condition. |
| Keeps Informed Of | To maintain awareness of all important facts in order to be able to evaluate them. |
| Mail | To send by the postal service. |
| Maintain | Keep in an existing state; to carry on; keep a document, record or condition up to date. |
| Manage | Plan, organize, direct, control, and evaluate operation of an organizational unit, with responsibility for the output. |
| Measure | Control or regulate by a standard or in measured amounts. |
| Monitor | Watch, observe, or check with an eye to reaching agreement. |
| Motivate | Provide incentive or drive. |
| Negotiates | To confer or exchange views regarding a basis of agreement, and to come to terms subject to approval by final authorities for each side. |
| Notify | Make known to; give notice or a report on an occurrence or information. |
| Obtain | Gain or possess. |
| Operate | Perform an activity or series of activities. |
| Order | Arrange or command to come to a specified place or decision. |
| Organizes | To arrange systematically the interdependent parts of an activity or work of a group. |
| Originate | Begin or initiate. |
| Oversees | To watch over and direct. |
| Participate | To take part or have a share in a project, group. |
| Perform | Fulfill or carry out some action. |
| Place | Locate and choose position for. |
| Plan | To devise or project, a method or course of action.; design or plot a scheme or project by means or method devised for doing something to achieve an end. |
| Practice | Perform work repeatedly in order to gain proficiency. |
| Prepare | Make ready for a particular purpose. |
| Presides | To occupy the place of authority, to direct for the purpose of regulating proceedings. |
| Prevent | Keep from happening or holding back. |
| Proceed | Begin to carry out an action. |
| Process | Undertake specific steps; complete or handle in accordance with prescribed procedure. |
| Procure | Get possession or obtain by particular care and effort. |
| Programs | Works out a sequence of operations to be performed. |
| Project | Plan, figure, or estimate for the future. |
| Promote | Advance to a higher level or position. |
| Propose | Declare a plan or intention. |
| Protect | Maintain status or integrity of project, idea. |
| Provide | Make available; supply what is needed; furnish. |
| Pull | Demand or obtain advantage by use of exertion or influence. |
| Purchase | Gain or acquire by labor, money. |
| Rate | Estimate or determine the relative value, rank, or amount of an item. |
| Recall | Call back or cancel. |
| Receive | Come into possession of or acquire an item, idea. |
| Recommend | Advise or counsel a course of action; offer or suggest for adoption. |
| Recruit | Increase numbers of a group or bring in new members. |
| Refers | To send, or otherwise bring to the attention of another, something which requires action. |
| Regulate | Fix or adjust the time, amount, degree, or rate. |
| Reject | To refuse to accept, consider or submit to. |
| Render | Deliver or hand down. |
| Repair | Fix or make usable. |
| Report | Give an account; make a written summary or statement; furnish information or data. |
| Represent | Act in the place of or for. |
| Require | To ask for by right and authority, request. |
| Research | Inquire into a specific matter from several sources; conducts investigation or experimentation aimed at the discovery and interpretation of facts. |
| Resolve | Deal with a problem, dilemma successfully. |
| Restrict | Place under restriction as to use or distribution. |
| Return | Go back in thought or action. Give an official account to a superior. |
| Review | Go over or examine deliberately for the official purpose of taking or recommending appropriate action; consider or examine facts or results for accuracy, completeness and suitability. |
| Revise | Rework in order to correct or improve. |
| Schedule | Plan a timetable; appoint a fixed time. |
| Searches | Seek by looking over and through, to be subject to a thorough inspection for the purpose of finding something or to probe into what is specified. |
| Secure | Gain possession of; make safe; place out of danger; receive lasting control. |
| Select | Take as preference from among others; choose; to pick out. |
| Sell | Give up property in exchange for money or services. |
| Send | Deliver or dispatch as means of communication or delivery. |
| Serve | Comply with requests, commands, or demands. |
| Show | Propose or mention an idea as workable or desirable. |
| Sign | Formally approve a document by affixing a signature. |
| Solicit | To make a petition or request for services, money. |
| Solve | Find a solution, answer, or explanation for a question or problem. |
| Sort | To separate or arrange according to a plan. |
| Specify | State precisely in detail or name explicitly. |
| Stimulate | Excite to activity; urge. |
| Stop | Keep from carrying out a proposed action. |
| Study | Apply thought to any subject of investigation in order to arrive at the most suitable conclusion. |
| Submit | Offer or put forward for consideration; yield or present for the discretion or judgement of others. |
| Summarize | To tell and reduce a story, idea, data. |
| Supervise | Personally oversee, direct, guide, inspect, or control work, responsibilities, and conduct of people, projects, or processes |
| Supply | Make materials available for use. |
| Survey | Examine a condition, situation or value. |
| Take | Gain, gather, or seize possession. |
| Test | Assign a value or evaluate an item by a given test. |
| Train | Teach, guide, or demonstrate in order to complete a project or process. |
| Transcribe | Transfer data from one form of record to another or from one method of preparation to another, without changing the nature of the data. |
| Transfer | Pass over from one person to another. |
| Verifies | Establishes, proves, confirms, or substantiates authenticity; checks or tests the accuracy or exactness; confirm or substantiate by oath, law, or other documentation. |
| Withdraw | Back away or remove. |
| Write | To compose or draft. |