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.

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.