

---

**STANDARDS – ACTION VERB TIP SHEET**


---

Appropriate verb usage can help make performance standards clearer. Using words to fully and accurately describe your accomplishments enhances shared understanding between you and your manager/supervisor and establishes a framework for discussions about your performance. Listed below are descriptive verbs commonly associated with specific skills. The list is not exclusive or exhaustive, so feel free to add your own verbs. These verbs are useful when describing accomplishments at the end of the year.

Skills	Examples Of Associated Action Verbs
<b>Management/ Leadership Skills</b>	Achieve, administer, arrange, articulate, assign, attain, author, chair, compete, conceive, conduct, contract, convene, coordinate, create, delegate, design, develop, direct, earn, effect, employ, execute, facilitate, initiate, institute, instruct, intervene, invent, investigate, manage, master, model, organize, oversee, plan, present, preside, protect, recommend, regulate, represent, resolve, shape, solve, specify, supervise
<b>Research &amp; Writing Skills</b>	Analyze, annotate, appraise, assess, author, brief, calculate, catalogue, categorize, chart, code, collect, compare, compile, compose, compute, conduct, consolidate, contact, correspond, create, critique, define, derive, design, determine, develop, devise, diagnose, direct, discover, dispense, display, distribute, draft, edit, elicit, estimate, evaluate, examine, exhibit, expand, experiment, explore, forecast, formulate, identify, illustrate, inquire, inspect, interpret, interview, inventory, investigate, measure, model, observe, outline, predict, present, process, produce, publish, question, record, regulate, report, reproduce, research, review, revise, search, solicit, solve, study, summarize, survey, synthesize, test
<b>Teamwork &amp; Interpersonal Skills</b>	Articulate, arrange, brief, clarify, collaborate, communicate, contact, convene, coordinate, delegate, elicit, employ, encourage, enlist, exchange, explain, facilitate, foster, influence, initiate, inquire, instruct, interpret, interview, introduce, mediate, motivate, negotiate, participate, represent, resolve, respond, shape, share, solicit
<b>Financial Skills</b>	Acquire, activate, administer, analyze, apply, assess, brief, calculate, catalogue, categorize, code, compile, compute, conduct, define, deliver, derive, design, develop, devise, draft, formulate, implement, inspect, install, master, monitor, operate, process, program, protect, provide, publish, record, regulate, repair, report, reproduce, respond, search, share, simulate, solve, test, train, translate, tutor, update, write
<b>Technical Skills</b>	Acquire, activate, administer, analyze, apply, assess, brief, calculate, catalogue, categorize, channel, code, compile, compute, conduct, define, deliver, derive, design, develop, draft, formulate, implement, inspect, install, master, monitor, operate, process, program, protect, provide, publish, record, regulate, repair, report, reproduce, respond, search, share, simulate, solve, support, test, train, translate, tutor, update, write

**STANDARDS – ACTION VERB TIP SHEET**

Skills	Examples Of Associated Action Verbs
<b>Teaching/ Training Skills</b>	Adapt, advise, assign, coach, collaborate, communicate, conduct, counsel, critique, demonstrate, design, develop, direct, educate, encourage, evaluate, examine, facilitate, guide, implement, inform, inquire, institute, instruct, introduce, investigate, judge, lecture, model, monitor, motivate, organize, outline, participate, perform, persuade, plan, prepare, prescribe, present, program, report, research, respond, review, revise, rewrite, schedule, teach, train, tutor
<b>Sales &amp; Public Relations Skills</b>	Articulate, communicate, contact, convene, correspond, deliver, demonstrate, develop, dispense, display, earn, entertain, exhibit, expand, facilitate, formulate, increase, inform, introduce, inventory, locate, maintain, market, promote, publicize, purchase, recommend, recruit, represent, respond, route, schedule, shape, share, solicit, survey
<b>Administrative/ Detail Skills</b>	Administer, arrange, assemble, brief, catalogue, categorize, code, collect, compile, contact, coordinate, correspond, distribute, edit, execute, group, identify, inventory, locate, monitor, regulate, respond, retrieve, schedule, summarize, update, verify