

**HOLYOKE COMPENSATION STUDY -  
ACTION VERBS USED TO DESCRIBE JOB DUTIES**

The following verbs are useful in identifying and defining job functions.

ADMINISTER	Manage or direct the execution of affairs.
ADVISE	Recommend a course of action; offer an informed opinion based on specialized knowledge.
ANALYZE	Separate into elements and critically examine.
APPRAISE	Give an expert judgement of worth or merit.
APPROVE	Accept as satisfactory; exercise final authority with regard to commitment of resources.
ARRANGE	Make preparation for an event; put in proper order.
ASSEMBLE	Collect or gather together in a predetermined order from various sources.
ASSIGN	Specify or designate tasks or duties to be performed by others.
ASSURE	Give confidence; make certain of.
AUTHORIZE	Approve; empower through vested authority.
CALCULATE	Make a mathematical computation.
COLLABORATE	Work jointly with; cooperate with others.
COLLECT	Gather.
COMPILE	Put together information; collect from other documents.
CONCUR	Agree with a position, statement, action, or opinion.
CONDUCT	Guide; carry out from a position of command or control.
CONSULT	Seek the advice of others.
CONTROL	Measure, interpret, and evaluate actions for conformance with plans or desired results.
COORDINATE	Regulate, adjust, or combine the actions of others to attain harmony.
CORRESPOND	Communicate with.
DELEGATE	Commission another to perform tasks or duties that may carry specific degrees of accountability.
DESIGN	Conceive, create, and execute according to plan.
DETERMINE	Resolve; fix conclusively or authoritatively.
DEVELOP	Disclose, discover, perfect, or unfold a plan or idea.
DIRECT	Guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards.
DISSEMINATE	Spread or disperse information.
DISTRIBUTE	Deliver to proper destinations.
DRAFT	Prepare papers or documents in preliminary form.
ESTABLISH	Bring into existence.
ESTIMATE	Forecast future requirements.
EVALUATE	Determine or fix the value of.
FORMULATE	Develop or devise.
IMPLEMENT	Carry out; execute a plan or program.
IMPROVE	Make something better.
INITIATE	Start or introduce.
INSPECT	Critically examine for suitability.

INTERPRET	Explain something to others.
INVESTIGATE	Study through close examination and systematic inquiry.
ISSUE	Put forth or distribute officially.
MAINTAIN	Keep in an existing state.
MONITOR	Watch, observe, or check for a specific purpose.
NEGOTIATE	Confer with others with an eye to reaching agreement.
NOTIFY	Make known to.
OPERATE	Perform an activity or series of activities.
PLAN	Devise or project the realization of a course of action.
PROCEED	Begin to carry out an action.
PROPOSE	Declare a plan or intention.
PROVIDE	Supply what is needed; furnish.
RECOMMEND	Advise or counsel a course of action; offer or suggest for adoption.
REPRESENT	Act in the place of or for.
REPORT	Give an account of; furnish information or data.
RESEARCH	Inquire into a specific matter from several sources.
REVIEW	Examine or re-examine.
SCHEDULE	Plan a timetable.
SELECT	Choose the best suited.
SIGN	Formally approve a document by affixing a signature.
SPECIFY	State precisely in detail or name explicitly.
SUPERVISE	Personally oversee, direct, inspect, or guide the work of others with responsibility for meeting standards of performance.
TRAIN	Teach or guide others in order to bring up to a predetermined standard.
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.
VERIFY	Confirm or establish authenticity; substantiate.