



## List of Performance Appraisal Action Verbs

Below is a sample list of action verbs that can get you started with writing:

- **Job duties or responsibilities for the positions in your School or Department**  
*Example: Formulates recommendations based upon research conducted*
- **Goals for the staff members in your School or Department**  
*Example: Expedite the response time required for inquiries from 3 days to 1 day by end of the fall semester*

<b>Communication/ People Skills</b>	<b>Communication/ People Skills (continued)</b>	<b>Creative Skills</b>	<b>Data/Financial Skills</b>
Address		Act	Administer
Advertise	Market	Adapt	Adjust
Arbitrate	Mediate	Begin	Allocate
Arrange	Moderate	Combine	Analyze
Articulate	Negotiate	Compose	Appraise
Author	Observe	Conceptualize	Assess
Clarify	Outline	Condense	Audit
Collaborate	Participate	Create	Balance
Communicate	Persuade	Customize	Budget
Compose	Present	Design	Calculate
Condense	Promote	Develop	Calculate
Confer	Propose	Direct	Compute
Consult	Publicize	Display	Conserve
Contact	Reconcile	Draw	Correct
Convey	Recruit	Entertain	Determine
Convince	Refer	Establish	Develop
Correspond	Reinforce	Fashion	Estimate
Debate	Report	Formulate	Forecast
Define	Resolve	Found	Manage
Develop	Respond	Illustrate	Market
Direct	Solicit	Initiate	Measure
Discuss	Specify	Institute	Net
Draft	Speak	Integrate	Plan
Edit	Suggest	Introduce	Prepare
Elicit	Summarize	Invent	Program
Enlist	Synthesize	Model	Project
Explain	Translate	Modify	Qualify
Express	Write	Originate	Reconcile
Formulate		Perform	Reduce
Furnish		Photograph	Research
Incorporate		Plan	Retrieve
Influence		Revise	
Interact		Revitalize	
Interpret		Shape	
Interview		Solve	
Involve			
Join			
Judge			
Lecture			
Listen			



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Helping Skills	Management/ Leadership Skills	Management/ Leadership Skills (continued)	Organizational Skills
Adapt			Approve
Advocate			Arrange
Aid	Administer		Catalogue
Answer	Analyze	Navigate	Categorize
Arrange	Appoint	Organize	Chart
Assess	Approve	Originate	Classify
Assist	Assign	Overhaul	Code
Clarify	Attain	Oversee	Collect
Coach	Authorize	Plan	Compile
Collaborate	Chair	Preside	Correct
Contribute	Consider	Prioritize	Correspond
Cooperate	Consolidate	Produce	Distribute
Counsel	Contract	Recommend	Execute
Demonstrate	Control	Reorganize	File
Diagnose	Convert	Replace	Generate
Educate	Coordinate	Restore	Incorporate
Encourage	Decide	Review	Inspect
Ensure	Delegate	Schedule	Log
Expedite	Develop	Secure	Maintain
Facilitate	Direct	Select	Monitor
Familiarize	Eliminate	Streamline	Obtain
Further	Emphasize	Strengthen	Operate
Guide	Enforce	Supervise	Order
Help	Enhance	Terminate	Organize
Insure	Establish		Prepare
Intervene	Execute		Process
Motivate	Generate		Provide
Prevent	Handle		Purchase
Provide	Head		Record
Refer	Hire		Register
Rehabilitate	Host		Reserve
Represent	Improve		Respond
Resolve	Incorporate		Review
Simplify	Increase		Route
Supply	Initiate		Schedule
Support	Inspect		Submit
Volunteer	Institute		Supply
	Lead		Standardize
	Manage		Systematize
	Merge		Update
	Motivate		Validate
			Verify



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Research Skills	Teaching Skills	Technical Skills
Analyze	Adapt	Adapt
Clarify	Advise	Apply
Collect	Clarify	Assemble
Compare	Coach	Build
Conduct	Communicate	Calculate
Critique	Conduct	Compute
Detect	Coordinate	Conserve
Determine	Critique	Construct
Diagnose	Develop	Convert
Evaluate	Enable	Debug
Examine	Encourage	Design
Experiment	Evaluate	Determine
Explore	Explain	Develop
Extract	Facilitate	Engineer
Formulate	Focus	Fabricate
Gather	Guide	Fortify
Inspect	Individualize	Install
Interview	Inform	Maintain
Invent	Instill	Operate
Investigate	Instruct	Overhaul
Locate	Motivate	Print
Measure	Persuade	Program
Organize	Simulate	Rectify
Research	Stimulate	Regulate
Review	Teach	Remodel
Search	Test	Repair
Solve	Train	Replace
Summarize	Transmit	Restore
Survey	Tutor	Solve
Systematize		Specialize
Test		Standardize
		Study
		Upgrade
		Utilize