

# RIT

## Job Description Project

### Commonly Used Action Verbs

|             |  |
|-------------|--|
| Administer  | Manage or direct the execution of affairs  |
| Adopt       | To take up and practice as one's own   |
| Advise      | Recommend a course of action; offer an informed opinion based on specialized knowledge             |
| Analyze     | Separate into elements and critically examine  |
| Anticipate  | Foresee and deal with in advance   |
| Appraise    | Give an expert judgment 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                           |
| Assess      | Determine the value or accuracy of; evaluate   |
| Assign      | Specify or designate tasks or duties to be performed by others                                     |
| Assist      | To give support or aid   |
| Assure      | Give confidence  |
| Authorize   | Approve; empower through vested authority  |
| Calculate   | Make a mathematical computation  |
| Collaborate | Work jointly with; cooperate with others   |
| Collect     | Gather   |
| Compare     | Determine if two or more items, entries are the same and if they are not, identify the differences |
| Compile     | Put together information; collect from other documents   |
| Compose     | To create or arrange in proper or orderly form   |
| Concur      | Agree with a position, statement, action, or opinion   |
| Conduct     | Guide; carry out from a position of command or control   |
| Confer      | Consult with others to compare views   |
| Consult     | Seek the advice of other   |
| Control     | Measure, interpret and evaluate actions for conformance with plans or desired results              |
| Coordinate  | Combine the actions of others to bring to a common result  |
| Correspond  | Communicate with in writing  |
| 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  |
| 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, practices and standards   |
| Disseminate | Spread or disperse information   |
| Distribute  | Deliver to proper destinations   |
| Draft       | Prepare papers or documents in preliminary form  |
| Endorse     | Support or recommend   |
| Enhance     | Improve; make better   |
| Ensure      | Guarantee or make certain  |
| Establish   | Bring into existence   |
| Estimate    | Forecast future requirements   |
| Evaluate    | Determine or fix the value of; assess  |
| Examine     | Scrutinize closely (as to determine compliance)  |

# RIT

## Job Description Project

|             |  |
|-------------|--|
| Execute     | Put into effect or carry out   |
| Expedite    | Accelerate the process or progress 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; carries with it the authority to accept or reject            |
| Insure      | To make certain by taking necessary measures & precautions                                       |
| 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  |
| Manage      | Exercise administrative, executive and supervisory direction                                     |
| 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, as with equipment or machinery                      |
| Organize    | To set up an administrative structure  |
| Oversee     | To supervise   |
| Participate | To take part in  |
| Perform     | Fulfill or carry out   |
| Plan        | Devise or project the realization of a course of action  |
| Prepare     | To make ready for some purpose, use or activity  |
| Proceed     | Begin to carry out an action   |
| Process     | Handle in accordance with prescribed procedures  |
| 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                              |
| Report      | Give an account of; furnish information or data  |
| Represent   | Act in the place of or for   |
| Research    | Inquire into a specific matter from several sources  |
| Respond     | To react to  |
| Review      | Go over or examine critically; examine or re-examine   |
| Revise      | Rework in order to correct or improve  |
| 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   |
| Submit      | Yield or present for the discretion or judgment of others  |
| Summarize   | Succinctly present an abstract of the main points either orally or in writing                    |
| Supervise   | Personally oversee, direct or guide the work of others with responsibility for meeting standards |
| Train       | Teach or guide others in order to bring up to a predetermined standard                           |
| Transcribe  | Transfer data from one form of record to another without changing the nature of the data         |
| Verify      | Confirm or establish authenticity; substantiate  |