Position Description Action Words

Keywords	Options	Keywords	Options	Keywords	Options
Answers	Responds Replies Explains	**Compiles**	Collects Collates Puts together Composes Arranges	**Designs**	Plans Creates Invents Produces Develops
Assists	Aids Helps Supports Promotes Reinforces Sustains	**Computes**	Calculates Counts Estimates Determines Evaluates	**Determines**	Decides Concludes Resolves Ascertains Detects Devises
Calculates	Predicts Projects Estimates Counts Determines	**Confers**	Discusses Consults Talks	**Directs**	Controls Manages Influences Guides
Checks	Verifies Confirms Audits Reviews Inspects	**Coordinates**	Organises Arranges Plans Administers	**Enters**	Types Logs Records Inputs
Codes	Programs Encodes Encrypts	**Demonstrates**	Shows Exhibits Displays Explains Illustrates Educates Guides	**Establishes**	Verifies Proves Confirms Substantiates Determines Begins Originates

Keywords	Options	Keywords	Options	Keywords	Options
Examines	Inspects Checks Explores Audits Investigates	**Maintains**	Saves Provides Continues	**Performs**	Carries out Executes Accomplishes Completes Achieves
Explains	Clarifies Illustrates Defines Demonstrates	**Manages**	Directs Monitors Oversees Supervises Coordinates Administers	**Plans**	Prepares Arranges Prioritises Forecasts Designs Formulates
Formulates	Defines Frames Prepares Forms Drafts Specifies Devises	**Meets**	Achieves Accomplishes Completes Fulfils Satisfies	**Prepares**	Plans Arranges Composes Makes
Issues	Releases Circulates Distributes	**Modifies**	Converts Changes Adjusts Alters Varies	**Processes**	Handles Reviews Prepares
Leads	Guides Directs Influences Conducts	**Monitors**	Observes Oversees Controls Audits Examines Checks	**Records**	Documents Writes Registers Monitors Audits Copies

Keywords	Options	Keywords	Options	Keywords	Options
Researches	Investigates Studies Examines Analyses Scrutinizes	**Specifies**	Details Names Defines		
Resolves	Solves Proves Determines Decides Establishes	**Supervises**	Manages Controls Monitors Administers Directs Oversees		
Reviews	Evaluates Appraises Assesses Analyses Examines Inspects Investigates	**Tests**	Investigates Inspects Analyses Examines		
Selects	Chooses Prefers Decides	**Trains**	Instructs Teaches Educates Informs Explains Prepares		
Sorts	Classifies Arranges Orders Groups	**Updates**	Informs Notifies Advises Revises Upgrades Recreates		

[This resource has been adapted from 'Position Description Action Words' developed by the Human Resource Management Unit at Griffith University]