PERFORMANCE EVALUATION ACTION VERBS

Comm./ People Skills	Creative Skills	Data/ Financial Skills	Helping Skills	Management/ Leadership Skills	Organizational Skills	Research Skills	Teaching Skills
Addressed	Acted	Administered	Adapted	Administered	Approved	Analyzed	Adapted
Advertised	Adapted	Adjusted	Advocated	Analyzed	Arranged	Clarified	Advised
Arbitrated	Began	Allocated	Aided	Appointed	Catalogued	Collected	Clarified
Arranged	Combined	Analyzed	Answered	Approved	Categorized	Compared	Coached
Articulated	Composed	Appraised	Arranged	Assigned	Charted	Conducted	Communicated
Authored	Conceptualized	Assessed	Assessed	Attained	Classified	Critiqued	Conducted
Clarified	Condensed	Audited	Assisted	Authorized	Coded	Detected	Coordinated
Collaborated	Created	Balanced	Clarified	Chaired	Collected	Determined	Critiqued
Communicated	Customized	Budgeted	Coached	Considered	Compiled	Diagnosed	Developed
Composed	Designed	Calculated	Collaborated	Consolidated	Corrected	Evaluated	Enabled
Condensed	Developed	Computed	Contributed	Contracted	Corresponded	Examined	Encouraged
Conferred	Directed	Conserved	Cooperated	Controlled	Distributed	Experimented	Evaluated
Consulted	Displayed	Corrected	Counseled	Converted	Executed	Explored	Explained
Contacted	Drew	Determined	Demonstrated	Coordinated	Filed	Extracted	Facilitated
Conveyed	Entertained	Developed	Diagnosed	Decided	Generated	Formulated	Focused
Convinced	Established	Estimated	Educated	Delegated	Incorporated	Gathered	Guided
Corresponded	Fashioned	Forecasted	Encouraged	Developed	Inspected	Inspected	Individualized
Debated	Formulated	Managed	Ensured	Directed	Logged	Interviewed	Informed
Defined	Founded	Marketed	Expedited	Eliminated	Maintained	Invented	Instilled
Developed	Illustrated	Measured	Facilitated	Emphasized	Monitored	Investigated	Instructed
Directed	Initiated	Netted	Familiarized	Enforced	Obtained	Located	Motivated
Discussed	Instituted	Planned	Furthered	Enhanced	Operated	Measured	Persuaded
Drafted	Integrated	Prepared	Guided	Established	Ordered	Organized	Simulated
Edited	Introduced	Programmed	Helped	Executed	Organized	Researched	Stimulated
Elicited	Invented	Projected	Insured	Generated	Prepared	Reviewed	Taught
Enlisted	Modeled	Qualified	Intervened	Handled	Processed	Searched	Tested
Explained	Modified	Reconciled	Motivated	Headed	Provided	Solved	Trained
Expressed	Originated	Reduced	Prevented	Hired	Purchased	Summarized	Transmitted
Formulated	Performed	Researched	Provided	Hosted	Recorded	Surveyed	Tutored
Furnished	Photographed	Retrieved	Referred	Improved	Registered	Systematized	
Incorporated	Planned		Rehabilitated	Incorporated	Reserved	Tested	
Influenced	Revised		Represented	Increased	Responded		
Interacted	Revitalized		Resolved	Initiated	Reviewed		
Interpreted	Shaped		Simplified	Inspected	Routed		**Technical Skills**
Interviewed	Solved		Supplied	Instituted	Scheduled		Adapted
Involved			Supported	Led	Screened		Applied
Joined			Volunteered	Managed	Submitted		Assembled
Judged				Merged	Supplied		Built
Lectured				Motivated	Standardized		Calculated
Listened				Navigated	Systematized		Computed
Marketed				Organized	Updated		Conserved
Mediated				Originated	Validated		Constructed
Moderated				Overhauled	Verified		Converted
Negotiated				Oversaw			Debugged
Observed				Planned			Designed
Outlined				Presided			Determined
Participated				Prioritized			Developed
Persuaded				Produced			Engineered
Presented				Recommended			Fabricated
Promoted				Reorganized			Fortified
Proposed				Replaced			Installed
Publicized				Restored			Maintained
Reconciled				Reviewed			Operated
Recruited				Scheduled			Overhauled
Referred				Secured			Printed
Reinforced				Selected			Programmed
Reported				Streamlined			Rectified
Resolved				Strengthened			Regulated
Responded				Supervised			Remodeled
Solicited				Terminated			Repaired
Specified							Replaced
Spoke							Restored
Suggested							Solved
Summarized							Specialized
Synthesized							Standardized
Translated							Studied
Wrote							Upgraded
							Utilized