

# List of Performance Appraisal Action Verbs

## Communication/ People Skills

Address  
Advertise  
Arbitrate  
Arrange  
Articulate  
Author  
Clarify  
Collaborate  
Communicate  
Compose  
Condense  
Confer  
Consult  
Contact  
Convey  
Convince  
Correspond  
Debate  
Define  
Develop  
Direct  
Discuss  
Draft  
Edit  
Elicit  
Enlist  
Explain  
Express  
Formulate  
Furnish  
Incorporate  
Influence  
Interact  
Interpret  
Interview  
Involve  
Join  
Judge  
Lecture  
Listen  
Market  
Mediate  
Moderate  
Negotiate  
Observe  
Outline  
Participate  
Persuade  
Present  
Promote  
Propose

Publicize  
Reconcile  
Recruit  
Refer  
Reinforce  
Report  
Resolve  
Respond  
Solicit  
Specify  
Speak  
Suggest  
Summarize  
Synthesize  
Translate  
Write

## Creative Skills

Act  
Adapt  
Begin  
Combine  
Compose  
Conceptualize  
Condense  
Create  
Customize  
Design  
Develop  
Direct  
Display  
Draw  
Entertain  
Establish  
Fashion  
Formulate  
Found  
Illustrate  
Initiate  
Institute  
Integrate  
Introduce  
Invent  
Model  
Modify  
Originate  
Perform  
Photograph  
Plan  
Revise  
Revitalize  
Shape  
Solve

## Data/Financial Skills

Administer  
Adjust  
Allocate  
Analyze  
Appraise  
Assess  
Audit  
Balance  
Budget  
Calculate  
Compute  
Conserve  
Correct  
Determine  
Develop  
Estimate  
Forecast  
Manage  
Market  
Measure  
Net  
Plan  
Prepare  
Program  
Project  
Qualify  
Reconcile  
Reduce  
Research  
Retrieve  
**Helping Skills**  
Adapt  
Advocate  
Aid  
Answer  
Arrange  
Assess  
Assist  
Clarify  
Coach  
Collaborate  
Contribute  
Cooperate  
Counsel  
Demonstrate  
Diagnose  
Educate  
Encourage  
Ensure  
Expedite

Facilitate  
Familiarize  
Further  
Guide  
Help  
Insure  
Intervene  
Motivate  
Prevent  
Provide  
Refer  
Rehabilitate  
Represent  
Resolve  
Simplify  
Supply  
Support  
Volunteer

## Management/ Leadership Skills

Administer  
Analyze  
Appoint  
Approve  
Assign  
Attain  
Authorize  
Chair  
Consider  
Consolidate  
Contract  
Control  
Convert  
Coordinate  
Decide  
Delegate  
Develop  
Direct  
Eliminate  
Emphasize  
Enforce  
Enhance  
Establish  
Execute  
Generate  
Handle  
Head  
Hire  
Host  
Improve  
Incorporate  
Increase  
Initiate

## List of Performance Appraisal Action Verbs

Inspect	Prepare	Advise	Remodel
Institute	Process	Clarify	Repair
Lead	Provide	Coach	Replace
Manage	Purchase	Communicate	Restore
Merge	Record	Conduct	Solve
Motivate	Register	Coordinate	Specialize
Navigate	Reserve	Critique	Standardize
Organize	Respond	Develop	Study
Originate	Review	Enable	Upgrade
Overhaul	Route	Encourage	Utilize
Oversee	Schedule	Evaluate	
Plan	Submit	Explain	
Preside	Supply	Facilitate	
Prioritize	Standardize	Focus	
Produce	Systematize	Guide	
Recommend	Update	Individualize	
Reorganize	Validate	Inform	
Replace	Verify	Instill	
Restore		Instruct	
Review	<b>Research Skills</b>	Motivate	
Schedule	Analyze	Persuade	
Secure	Clarify	Simulate	
Select	Collect	Stimulate	
Streamline	Compare	Teach	
Strengthen	Conduct	Test	
Supervise	Critique	Train	
Terminate	Detect	Transmit	
	Determine	Tutor	
<b>Organizational Skills</b>	Diagnose		
Approve	Evaluate	<b>Technical Skills</b>	
Arrange	Examine	Adapt	
Catalogue	Experiment	Apply	
Categorize	Explore	Assemble	
Chart	Extract	Build	
Classify	Formulate	Calculate	
Code	Gather	Compute	
Collect	Inspect	Conserve	
Compile	Interview	Construct	
Correct	Invent	Convert	
Correspond	Investigate	Debug	
Distribute	Locate	Design	
Execute	Measure	Determine	
File	Organize	Develop	
Generate	Research	Engineer	
Incorporate	Review	Fabricate	
Inspect	Search	Fortify	
Log	Solve	Install	
Maintain	Summarize	Maintain	
Monitor	Survey	Operate	
Obtain	Systematize	Overhaul	
Operate	Test	Print	
Order		Program	
Organize	<b>Teaching Skills</b>	Rectify	
	Adapt	Regulate	