List of Performance Appraisal Action Verbs

Communication/	Publicize	Data/Financial Skills	Facilitate
People Skills	Reconcile		Familiarize
	Recruit	Administer	Further
Address	Refer	Adjust	Guide
Advertise	Reinforce	Allocate	Help
Arbitrate	Report	Analyze	Insure
Arrange	Resolve	Appraise	Intervene
Articulate	Respond	Assess	Motivate
Author	Solicit	Audit	Prevent
Clarify	Specify	Balance	Provide
Collaborate	Speak	Budget	Refer
Communicate	Suggest	Calculate	Rehabilitate
Compose	Summarize	Compute	Represent
Condense	Synthesize	Conserve	Resolve
Confer	Translate	Correct	Simplify
Consult	Write	Determine	Supply
Contact	Write	Develop	Support
Convey	Creative Skills	Estimate	Volunteer
Convince	Creative Skills	Forecast	voiunteer
	Aat		Managamanti
Correspond Debate	Act	Manage	Management/
	Adapt	Market	Leadership Skills
Define	Begin	Measure	A 1
Develop	Combine	Net	Administer
Direct	Compose	Plan	Analyze
Discuss	Conceptualize	Prepare	Appoint
Draft	Condense	Program	Approve
Edit	Create	Project	Assign
Elicit	Customize	Qualify	Attain
Enlist	Design	Reconcile	Authorize
Explain	Develop	Reduce	Chair
Express	Direct	Research	Consider
Formulate	Display	Retrieve	Consolidate
Furnish	Draw		Contract
Incorporate	Entertain	Helping Skills	Control
Influence	Establish fashion		Convert
Interact	Formulate	Adapt	Coordinate
Interpret	Found	Advocate	Decide
Interview	Illustrate	Aid	Delegate
Involve	Initiate	Answer	Develop
Join	Institute	Arrange	Direct
Judge	Integrate	Assess	Eliminate
Lecture	Introduce	Assist	Emphasize
Listen	Invent	Clarify	Enforce
Market	Model	Coach	Enhance
Mediate	Modify	Collaborate	Establish
Moderate	Originate	Contribute	Execute
Negotiate	Perform	Cooperate	Generate
Observe	Photograph	Counsel	Handle
Outline	Plan	Demonstrate	Head
Participate	Revise	Diagnose	Host
Persuade	Revitalize	Educate	Improve
Present	Shape	Encourage	Incorporate
Promote	Solve	Ensure	Increase
Propose		Expedite	Initiate
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