

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
Host
Improve
Incorporate
Increase
Initiate