

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
Institute
Lead
Manage
Merge
Motivate
Navigate
Organize
Originate
Overhaul
Oversee
Plan
Preside
Prioritize
Produce
Recommend
Reorganize
Replace
Restore
Review
Schedule
Secure
Select
Streamline
Strengthen
Supervise
Terminate

Organizational Skills

Approve
Arrange
Catalogue
Categorize
Chart
Classify
Code
Collect
Compile
Correct
Correspond
Distribute
Execute
File
Generate
Incorporate
Inspect
Log
Maintain
Monitor
Obtain
Operate
Order
Organize

Prepare
Process
Provide
Purchase
Record
Register
Reserve
Respond
Review
Route
Schedule
Submit
Supply
Standardize
Systematize
Update
Validate
Verify

Research Skills

Analyze
Clarify
Collect
Compare
Conduct
Critique
Detect
Determine
Diagnose
Evaluate
Examine
Experiment
Explore
Extract
Formulate
Gather
Inspect
Interview
Invent
Investigate
Locate
Measure
Organize
Research
Review
Search
Solve
Summarize
Survey
Systematize
Test

Teaching Skills

Adapt

Advise
Clarify
Coach
Communicate
Conduct
Coordinate
Critique
Develop
Enable
Encourage
Evaluate
Explain
Facilitate
Focus
Guide
Individualize
Inform
Instill
Instruct
Motivate
Persuade
Simulate
Stimulate
Teach
Test
Train
Transmit
Tutor

Technical Skills

Adapt
Apply
Assemble
Build
Calculate
Compute
Conserve
Construct
Convert
Debug
Design
Determine
Develop
Engineer
Fabricate
Fortify
Install
Maintain
Operate
Overhaul
Print
Program
Rectify
Regulate

Remodel
Repair
Replace
Restore
Solve
Specialize
Standardize
Study
Upgrade
Utilize