

## 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