

Commonly Used Task Descriptions

Provided below are a list of commonly used verbs within position descriptions to assist in writing the functions undertaken. For example, does the role manage, coordinate, or contribute to a task.

Using the appropriate verb allows to show the level of responsibility the role has and how they contribute to the task.

The verbs noted below are the most commonly used verbs.

Contributes to	Provides information/lends help to but not responsible for	Perform	Fulfill or carry out, responsible to complete at an individual level
Manage	Supervise others performing the task	Supervise	Communicates with, trains and evaluates employees, plans and directs their work; and has the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline subordinate employees or effectively recommends such actions
Coordinate	Plan and oversee the process	Drive	Perform an activity or series of activities
Advise	Recommend a course of action; offer an informed opinion based on specialised knowledge	Approve	Exercise final authority

If you cannot find the right fit above or want to get creative, here are a number of other suggested options for you.

Administer	Manage or direct the execution of affairs	Adopt	Take up and practice as one's own
Analyse	Separate into elements and critically examine	Anticipate	Foresee and deal with in advance
Appraise	Give an expert judgment of worth or merit	Arrange	Make preparation for an event; put into proper order
Assemble	Collect or gather together in a predetermined order from various sources	Assign	Specify or designate tasks or duties to be performed by others
Assure	Give confidence; make certain of	Authorise	Approve; empower through vested authority
Calculate	Make a mathematical computation	Collaborate	Work jointly with; cooperate with others
Collect	Gather	Compile	Put together information, collect from other documents
Conduct	Carry out; direct the execution of	Consolidate	Bring together
Consult	Seek the advice/input of others	Control	Measure, interpret, and evaluate actions for conformance with plans or desired results
Correspond	Communicate with	Delegate	Instruct another to perform tasks or duties

Design	Conceive, create, and execute according to plan	Determine	Resolve; fix conclusively or authoritatively
Develop	Discover, perfect, or unfold a plan or idea.	Devise	Come up with something new; combining or applying known ideas or principles
Direct	Guide work operations through the establishment of objectives, policies, regulations, practices, methods and standards	Draft	Prepare papers or documents in preliminary form
Establish	Bring into existence	Estimate	Forecast future requirements
Evaluate	Determine or fix the value of	Execute	Put into effect or carry out
Expedite	Accelerate the process or progress of	Formulate	Develop or devise
Implement	Carry out; execute a plan or program	Improve	Make something better
Initiate	Start or introduce	Inspect	Critically examine for suitability
Interpret	Explain something to others	Investigate	Study through close examination and systematic inquiry
Issue	Put forth or to distribute officially	Maintain	Keep in an existing state
Monitor	Watch, observe, or check for a specific purpose	Negotiate	Confer with others in order to reach an agreement
Operate	Perform an activity or series of activities	Participate	Take part in
Process	Handle in accordance with prescribed procedures	Provide	Supply what is need
Recommend	Advise or counsel a course of action	Represent	Act in the place of or for
Report	Give an account of; furnish information or data	Research	Inquire into a specific matter from several sources
Review	Examine or re-examine	Revise	Rework in order to correct or improve
Schedule	Plan a timetable	Verify	Confirm of establish authenticity; substantiate.