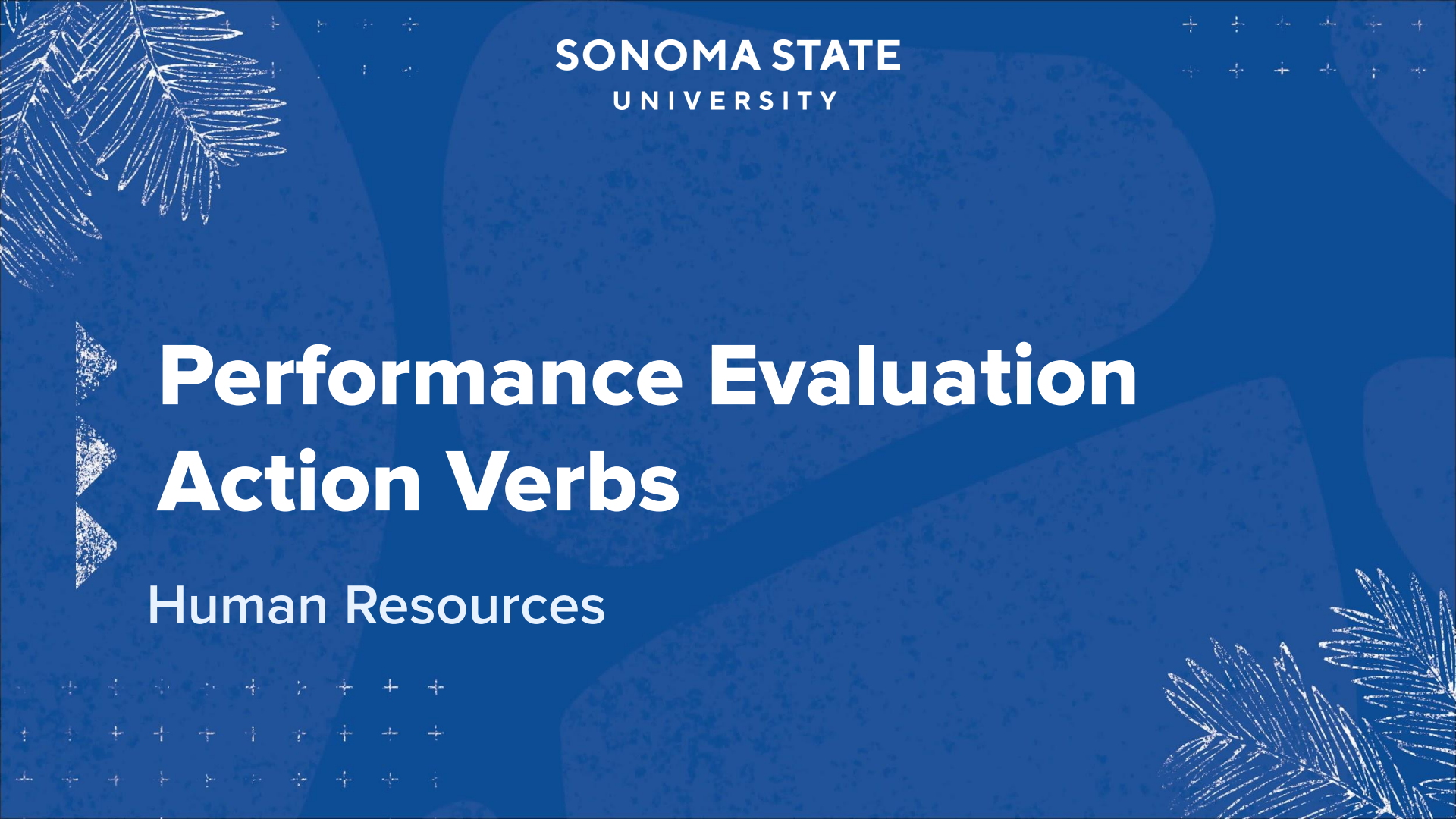


SONOMA STATE
UNIVERSITY



Performance Evaluation Action Verbs

Human Resources

Communication Skills

Address	Debate	Interview	Publicize
Advertise	Define	Involve	Reconcile
Arbitrate	Develop	Join	Recruit
Arrange	Direct	Judge	Refer
Articulate	Discuss	Lecture	Reinforce
Author	Draft	Listen	Report
Clarify	Edit	Market	Resolve
Collaborate	Elicit	Mediate	Respond
Communicate	Enlist	Moderate	Solicit
Compose	Explain	Negotiate	Specify
Condense	Express	Observe	Speak
Confer	Formulate	Outline	Suggest
Consult	Furnish	Participate	Summarize
Contact	Incorporate	Persuade	Synthesize
Convey	Influence	Present	Translate
Convince	Interact	Promote	Write
Correspond	Interpret	Propose	

Creative Skills

Act	Found
Adapt	Illustrate
Begin	Initiate
Combine	Institute
Compose	Integrate
Conceptualize	Introduce
Condense	Invent
Create	Model
Customize	Modify
Design	Originate
Develop	Perform
Direct	Photograph
Display	Plan
Draw	Revise
Entertain	Revitalize
Establish	Shape
Fashion	Solve
Formulate	

Data Financial Skills

Administer	Forecast
Adjust	Manage
Allocate	Market
Analyze	Measure
Appraise	Net
Assess	Plan
Audit	Prepare
Balance	Program
Budget	Project
Calculate	Qualify
Compute	Reconcile
Conserve	Reduce
Correct	Research
Determine	Retrieve
Develop	
Estimate	

Helping Skills

Adapt	Facilitate
Advocate	Familiarize
Aid	Further
Answer	Guide
Arrange	Help
Assess	Insure
Assist	Intervene
Clarify	Motivate
Coach	Prevent
Collaborate	Provide
Contribute	Refer
Cooperate	Rehabilitate
Counsel	Represent
Demonstrate	Resolve
Diagnose	Simplify
Educate	Supply
Encourage	Support
Ensure	Volunteer
Expedite	

Leadership and People Management Skills

Achieve	Drive	Incorporate	Preside
Administer	Eliminate	Increase	Prioritize
Analyze	Emphasize	Initiate	Produce
Appoint	Enforce	Inspect	Recommend
Approve	Enhance	Institute	Recruit
Assign	Establish	Launch	Reorganize
Attain	Exceed	Lead	Replace
Chair	Excel	Manage	Restore
Charge	Execute	Master	Review
Consider	Expand	Mentor	Schedule
Consolidate	Foster	Merge	Screen
Contract	Generate	Motivate	Secure
Control	Govern	Navigate	Select
Convert	Handle	Organize	Streamline
Coordinate	Head	Originate	Strengthen
Decide	Hire	Overcame	Succeed
Delegate	Implement	Overhaul	Sustain
Develop	Improve	Oversee	Terminate
Direct		Plan	Transform

Organizational Skills

Approve	Incorporate	Reserve
Arrange	Inspect	Respond
Catalogue	Log	Review
Categorize	Maintain	Route
Chart	Monitor	Schedule
Classify	Obtain	Screen
Code	Operate	Submit
Collect	Order	Supply
Compile	Organize	Standardize
Correct	Prepare	Systematize
Correspond	Process	Update
Distribute	Provide	Validate
Execute	Purchase	Verify
File	Record	
Generate	Register	

Research Skills

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

Resource Management Skills

Account	Conserve	Met
Acquire	Correct	Offer
Administer	Determine	Plan
Adjust	Develop	Predict
Allocate	Estimate	Prepare
Analyze	Finance	Program
Appraise	Forecast	Project
Assess	Guarantee	Protect
Audit	Invest	Qualify
Balance	Manage	Quantify
Budget	Market	Reconcile
Calculate	Maximize	Reduce
Comply	Measure	Report
Compute	Minimize	Secure

Teaching Skills

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

Teamwork and Collaboration

Adapt	Counsel	Receive
Advise	Deliver	Recommend
Advocate	Demonstrate	Refer
Aid	Facilitate	Rehabilitate
Answer	Find	Relate
Anticipate	Further	Represent
Arrange	Guide	Resolve
Assist	Help	Serve
Clarify	Improve	Simplify
Coach	Intervene	Supply
Collaborate	Generate	Support
Comfort	Mediate	Validate
Consult	Motivate	Volunteer
Contribute	Prevent	Unify
Cooperate	Provide	Unite

Technical Skills

Adapt	Engineer	Proofread
Apply	Fabricate	Rectify
Assemble	Fix	Regulate
Build	Fortify	Remodel
Calculate	Implement	Repair
Chart	Install	Replace
Comply	Launch	Restore
Compute	Maintain	Scan
Conserve	Map	Solve
Construct	Master	Specialize
Convert	Operate	Standardize
Debug	Overhaul	Streamline
Design	Perfect	Study
Determine	Print	Survey
Develop	Process	Upgrade
Dispatch	Program	Utilize