JOB AID
Useful Verbs

Useful Verbs to assist you in writing your goals

Analysis Verbs

analyze	deduce	distinguish	separate
appraise	derive	examine	test
calculate	detect	experiment	translate
categorize	diagnose	explain	try
compare	diagram	inventory	verify
contrast	differentiate	itemize	
Criticize	discover	organize	
debate	dissect	question	

Application Verbs

alter	employ	practice	solve
apply	examine	reproduce	tally
calculate	illustrate	schedule	trace
change	interpret	search	use
choose	omit	select	
collect	operate	separate	
demonstrate	place	show	

Comprehension Verbs

arrange	find	measure	sort
classify	identify	recognize	summarize
compute	illustrate	record	tell
describe	indicate	report	trace
discuss	isolate	restate	translate
explain	list	review	
express	locate	select	

Evaluation Verbs

appraise	contrast	predict	solve
argue	criticize	prioritize	support
assess	decide	question	value
challenge	defend	rank	weigh
choose	estimate	rate	
compare	evaluate	score	
conclude	judge	select	

Knowledge Verbs

cite	label	outline	repeat
copy	list	quote	reproduce
count	locate	recall	tell
define	mark	recognize	underline
draw	match	recite	
duplicate	name	record	
identify	order	relate	

Synthesis Verbs

arrange	generate	plan	rewrite
assemble	integrate	prepare	set up
collect	manage	prescribe	simplify
compose	modify	propose	structure
construct	order	rearrange	synthesize
create	organize	recombine	systematize
design	paraphrase	restructure	vary
formulate	perform	revise	write

Useful Verbs to assist you in writing your goals -Grouped into Activities

Management and Leadership Activities

accelerate	conceive	familiarize	present
achieve	conduct	inform	preside
administer	coordinate	initiate	protect
anticipate	create	institute	recommend
assist	delegate	instruct	regulate
arrange	design	intervene	represent
articulate	develop	invent	resolve
assign	direct	investigate	shape
attain	earn	manage	solve
author	effect	master	specify
chair	employ	organize	supervise
coach	execute	oversee	
complete	facilitate	plan	

Teamwork and Interpersonal Activities

accommodate	convene	foster	negotiate
anticipate	coordinate	inform	participate
arrange	delegate	initiate	represent
assist	elicit	interview	resolve
brief	employ	introduce	respond
clarify	encourage	inquire	shape
coach	enlist	instruct	share
collaborate	exchange	interpret	solicit
communicate	explain	mediate	
contact	facilitate	motivate	

Teaching and Training Activities

advise	critique	inform	present
aid	demonstrate	instruct	review
assign	develop	investigate	schedule
coach	educate	lecture	support
collaborate	encourage	mentor	teach
communicate	evaluate	organize	train
conduct	facilitate	outline	
counsel	implement	prepare	

Employee Performance Management Program

Analytical Activities

activate	develop	inspect	solve
analyze	draft	install	support
assess	evaluate	monitor	synthesize
calculate	examine	obtain	test
code	extract	observe	translate
compile	formulate	program	update
define	gather	regulate	
design	implement	repair	

Research and Writing Activities

address	consolidate	evaluate	obtain
analyze	correspond	examine	predict
annotate	create	expand	present
appraise	critique	exhibit	process
assess	define	explore	produce
author	derive	forecast	publish
brief	devise	formulate	question
calculate	design	gather	record
catalogue	determine	identify	regulate
categorize	develop	illustrate	report
chart	diagnose	inspect	research
clarify	direct	interpret	review
code	discover	interview	revise
collect	dispense	inventory	solve
compare	display	investigate	study
compile	distribute	measure	summarize
compose	draft	model	survey
compute	edit	outline	synthesize
conduct	estimate	observe	test

Public Relations Activities

advertise	develop	increase	publicize
advocate	dispense	introduce	recommend
communicate	disseminate	inventory	recruit
contact	earn	lobby	schedule
coordinate	exhibit	maintain	sell
correspond	facilitate	market	shape
deliver	formulate	promote	survey

Administrative Activities

accelerate	collect	identify	respond
administer	contact	institute	schedule
approve	coordinate	inventory	summarize
arrange	correspond	locate	supervise
assemble	distribute	maintain	update
assess	edit	monitor	verify
brief	enforce	oversee	
catalogue	execute	regulate	

Employee Performance Management Program

Financial Activities

account	compute	insure	reproduce
acquire	conduct	master	respond
activate	define	monitor	search
administer	deliver	operate	share
analyze	derive	process	simulate
apply	design	program	solve
appraise	determine	protect	test
assess	develop	provide	train
audit	devise	publish	translate
brief	draft	purchase	tutor
calculate	estimate	quantify	update
catalogue	formulate	record	write
categorize	implement	reduce	
code	inspect	repair	
compile	install	report	

For more information, visit the FEMA Employee Performance Management Program (EPMP) web site linked from http://on.fema.net/employee_tools/Pages/default.aspx or email FEMA-Performance-Management@fema.gov