

## PERFORMANCE APPRAISAL ACTION VERBS

Below is a sample list of action verbs to get you started with writing your performance appraisals. These headers are suggestions and an \* indicates alignment with a UC Davis core competency.

### Communication\*

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

### Creative

Act	Conceptualize	Devise	Fashion	Introduce	Plan
Adapt	Condense	Direct	Formulate	Invent	Revamp
Anticipate	Construct	Display	Illustrate	Model	Revise
Begin	Create	Draw	Imagine	Modify	Revitalize
Brainstorm	Cultivate	Entertain	Improvise	Originate	Shape
Combine	Customize	Envision	Initiate	Perceive	Solve
Compose	Design	Establish	Institute	Perform	Strategize
Conceive	Develop	Expand	Integrate	Photograph	Visualize

### Stewardship and Managing Resources\*

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

### Teamwork and Principles of Community\*

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

### Leadership and Managing People\*

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

### Organization and Administration

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

### Quality Improvement,\* Research and Analysis

Analyze	Detect	Examine	Identify	Map	Search
Clarify	Determine	Experiment	Indicate	Measure	Solve
Collect	Devise	Explore	Inspect	Organize	Summarize
Compare	Diagnose	Extract	Interview	Publish	Survey
Conduct	Discover	Follow	Invent	Question	Systematize
Correlate	Document	Formulate	Investigate	Research	Test
Critique	Evaluate	Gather	Locate	Review	Theorize

### Teaching

Adapt	Coordinate	Encourage	Guide	Motivate	Study
Advise	Correlate	Evaluate	Individualize	Persuade	Teach
Clarify	Critique	Explain	Inform	Report	Test
Coach	Deliver	Facilitate	Instill	Serve	Train
Communicate	Develop	Focus	Instruct	Simulate	Transmit
Conduct	Enable	Foster	Mentor	Stimulate	Tutor

### Technical

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