

The background of the entire page is a repeating pattern of stylized, light gray feathers. The feathers are oriented diagonally, with some pointing towards the top right and others towards the bottom left. They have a fine, linear texture.

# Job Description Toolkit

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Human Resources  
Moody Global Ministries

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## Introduction:

Job descriptions are used for a variety of reasons. They are a tool for recruiting, determining salary ranges and levels or grades, establishing job titles, creating employee's job goals and objectives, conducting performance reviews and substantiating the job's Fair Labor Standards Act classification (exempt or non-exempt). They can also be used for career planning, creating reasonable accommodations and meeting legal requirements for compliance purposes. Because of this, it is very important to have written job descriptions that accurately reflect the employees' current job duties and responsibilities.

With the rapid pace of modern business jobs can change quickly and frequently. Consequently, we advise job descriptions be analyzed and updated regularly. Ideally, a job analysis and subsequent job description update should coincide with annual performance reviews. This is a natural time to review the job for changes.

A job description should not describe *ideal* responsibilities but *actual* responsibilities being performed. For this reason, it's recommended you get feedback from the employee holding the job in order to write a job description that is a realistic reflection of what job responsibilities are being performed day to day.

It is incumbent upon the manager to ensure that Human Resources has one recent version of the latest job description at all times. By doing so the manager contributes to the ease of many important processes such as hiring, terminations, job analysis and job evaluation (grading), etc.

We hope you find this toolkit and its contents valuable to this end and thank you for your diligence in ensuring these important documents are properly crafted and updated.

Complete this form digitally through SurveyMonkey [here](#).

## Job Analysis Tool:

**Position Title:** \_\_\_\_\_

**Basic Functions and Scope of Job:** Please provide a brief summary of the main purpose of this job and the prime reason for its existence. State briefly the scope of the job. Include quantitative data when possible.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 1. What are the minimum education requirements to perform the essential function of the job?

- a. High School Diploma/GED
- b. Two-year college (Associate's Degree)
- c. Trade or Technical School (Certificate or Diploma)
- d. Four-year college (Bachelor's Degree)
- e. Graduate (Master's Degree, JD or Ph.D.)
- f. Certification
- g. Other (please specify): \_\_\_\_\_

### 1b. What area(s) of study will be considered for this position (i.e. management, psychology etc.)

\_\_\_\_\_

\_\_\_\_\_

### 2. How many years of experience are required to perform the job?

- a. 0 (entry level position)
- b. 1-3
- c. 4-6
- d. 7-9
- e. 10+ (management)

Complete this form digitally through SurveyMonkey [here](#).

**2b. Are both a degree and experience required for this position or are they mutually exclusive requirements?**

Examples:

- A. Masters of Divinity *and* 4-6 years' experience in ministry setting
- B. Masters of Divinity *or* 4-6 years' experience in ministry setting (mutually exclusive)

3. In addition to the minimum education requirements are there any additional certifications required in order to perform the job well? (List all that apply)

4. What are the top 5 competencies (knowledge, skills and abilities) needed to perform this position well and how much percentage of time will be dedicated to using each on the job in an average day? (see provided list of competencies for reference)

- 1. \_\_\_\_\_ % \_\_\_\_\_
- 2. \_\_\_\_\_ % \_\_\_\_\_
- 3. \_\_\_\_\_ % \_\_\_\_\_
- 4. \_\_\_\_\_ % \_\_\_\_\_
- 5. \_\_\_\_\_ % \_\_\_\_\_

= 100%

5. What are the top 5 responsibilities (in order of importance) this job was made to deliver to the business and how much percentage of time will be dedicated to using each on the job in an average day?

Responsibility	Percentage of Time
1.	
2.	
3.	
4.	
5.	

Must = 100%

Complete this form digitally through SurveyMonkey [here](#).

6. Does this position have direct reports?

a. No Direct Reports

b. Direct Reports:

- How many FT reports: \_\_\_\_\_
  - Average total hours worked per week by all FT reports: \_\_\_\_\_
  - Please list titles of those positions this position is responsible for:
- 
- Please select from the list below those responsibilities that this position is directly responsible for OR strongly influences\*
    - ☐ Hiring
    - ☐ Promoting
    - ☐ Compensating
    - ☐ Training
    - ☐ Budgeting
    - ☐ Disciplining
    - ☐ Scheduling
    - ☐ Directing
    - ☐ Terminating
    - ☐ Developing
    - ☐ Measuring Performance
    - ☐ Other (please list): \_\_\_\_\_
  - How many PT reports: \_\_\_\_\_
  - Average total hours worked per week by all PT reports: \_\_\_\_\_
  - Please list titles of those positions this position is responsible for:
- 
- Please select from the list below those responsibilities that this position is directly responsible for OR strongly influences\*
    - ☐ Hiring
    - ☐ Promoting
    - ☐ Compensating

Complete this form digitally through SurveyMonkey [here](#).

- ☐ Training
- ☐ Budgeting
- ☐ Disciplining
- ☐ Scheduling
- ☐ Directing
- ☐ Terminating
- ☐ Developing
- ☐ Measuring Performance
- ☐ Other (please list): \_\_\_\_\_

*\*There is an 80% likelihood that their recommendation will be heeded.*

7. If applicable, what percentage of their overall work time is dedicated to the above management tasks?

\_\_\_\_\_ %

8. Does this position manage a budget?

a. Yes

a. How much (annually)? \_\_\_\_\_

b. No

9. On a scale of 1-3 what amount of latitude does this position have to make decisions surrounding their work?

1 – no latitude: follows standards procedures that are handed down and require little to no interpretation. Follows precedents or refers to others to make decisions.

2 – some latitude: work has some variability or complexity but also includes standard unchanging procedures. Can act on established policies but must refer to others for guidance with aberrations outside standard operations. However, their opinion or interpretation will likely be considered to form a solution.

3 – full latitude: work is variable and requires analytical, interpretive and/or evaluative thinking. Can reason and make conclusion to take action in order to influence the end results with little to no guidance.

### **JOB DESCRIPTION GUIDE**

Job descriptions should not be more than two pages in length and can include either bullet points or numbering. All sections with the underlined header are required and should be completed. For posting purposes, there may be times when portions of the job description are omitted.

**[POSITION TITLE]**

**Location:** [City, State]

**Department:** [Department Name]

**Reports to:** [Position Title]

**Supervisory Responsibility:** ['Supervisory Position' or 'Individual Contributor']

A position can be considered supervisory if it supervises 80 hours of work in a typical work week AND the supervisory duties include complete or highly regarded discretion in matters related to hiring, firing, promotion, pay, discipline, performance.

**Full-time or Part-time:** [Full-time or Part-time]

Full-time status is typically 38.75 hours per week while part-time status is 28 hours per week or less. This is critical distinction as it determines whether the employee is eligible to receive benefits or not.

**HR Use Only:**

**FLSA Status:** ['Exempt' or 'Non-exempt']

**NAICS Code:**

**Objective**

General summary of responsibilities - what the position was created to accomplish – this should be no more than a few sentences.

Example:

The [Position Title] is responsible for the overall management of the recruitment, selection and employment functions for Moody Global Ministries.

**Essential Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

List, in order of importance and time spent, the essential functions of the job; describe what *must* be accomplished, **not** how it must be done. Do not include any functions that are performed less than 10% of the time as these are not considered essential.

Be sure to include the following:

- Start sentences with a verb to show action, i.e. develops, processes, guides, analyzes, etc.



- Supervision or management responsibilities
- Quality and quantity standards (minimum levels required to meet position requirements)
- Physical, mental and perceptual functions required of the position
- Always include this line: *Performs other duties as assigned*

Example:

This	Not This
Maintains monthly records of applicant processing, employee turnover, recruitment performance, minority representation, etc. and reports as assigned.	Each month, update the following by the 8th: Monthly Turnover Report, Recruitment/Referral Report, Employee Action Report, Minority Representation Report, Transfers/Promotions Reports. Process findings to VP of Human Resources.

### **Minimum Requirements**

Include education, experience, special skills, certifications and licenses required to perform the job – these requirements are *minimally required* meaning a person who does not meet the requirements listed here cannot be expected to perform the job. Include how many prior years of experience are necessary to perform the essential functions of the job.

Example:

Must possess a B.A. in HR Management, Organizational Leadership or related field. 5+ Years' experience in similar role, Skilled in Conflict Management, Experience with Applicant Tracking software a must. Membership in Society of Human Resources

### **Preferred Requirements**

Include education, experience, special skills, certifications and licenses preferred to perform the job – these requirements are preferred and not required to qualify for the job. Also consider including experience with specific programs or software, use of equipment, special skills or languages here. These requirements can help you to distinguish a minimally qualified candidate and a well-qualified candidate.

Example:

MA degree preferred. Experience with Peoplesoft/Oracle TAM software preferred.

### **Work Environment/Conditions**

This section includes information such as type of environment (indoor/outdoor) and equipment associated (computer, lawnmower, etc.) with position. Also include shifts and travel requirements if applicable. See Work Environment/Conditions Library for some ideas.

Example: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Hours: Monday – Friday 8:30 am - 5 pm.

No travel is expected for this position.

*Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.*

## **Accountant**

**Location:** Chicago, IL

**Department:** Finance

**Reports to:** Controller

**Supervisory Responsibility:** Individual Contributor

**Full-time or Part-time:** Full-time

### **HR Use Only:**

**FLSA Status:** Exempt

**NAICS Code:** 000000

### **Objective**

The accountant position is responsible for processing payroll; helping with filing taxes; processing purchase orders and other miscellaneous tasks related to accounting. The accountant is also responsible for handling various disbursements.

### **Essential Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

- Process payroll in an accurate and timely manner.
- Process purchase orders in an accurate and timely manner.
- File taxes so that all requirements are met while avoiding overpayment.
- Process expense reports in an accurate and timely manner and in accordance with departmental procedures.
- Process COBRA checks.
- File, order supplies and perform miscellaneous duties for department.
- Communicate with co-workers, management, clients and others in a courteous and professional manner.
- Conform with and abide by all regulations, policies, work procedures and instructions.
- Conform with all safety rules and use all appropriate safety equipment.
- Perform other duties as assigned.

### **Minimum Requirements**

Bachelor's degree in Accounting or equivalent experience plus one year of related experience

### **Preferred Requirements**

Experience in Non-Profit Ministry a plus

*Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.*

**Work Environment/Conditions**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This is a full-time position: Monday through Friday, 8:30 a.m. to 5 p.m.

No travel is expected for this position.

SAMPLE

**[Job Title]**

Location: [city, state]

Department: [department name]

Reports to: [title]

Supervisory Responsibility: [Individual Contributor or Supervisory Role]

Full-time or Part-time:

**HR Use Only:**

FLSA Status: ['Exempt' or 'Non-exempt']

NAICS Code:

**Objective**

**Essential Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

**Minimum Requirements**

**Preferred Requirements**

**Work Environment/Conditions**

*Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.*

# Uploading Latest Job Descriptions to the Database

So you've updated your job descriptions, now what?

We currently house all current job description on an HR sponsored SharePoint site found [here](#).\*

\*It is recommended that you save the SharePoint website to your bookmarks menu on your internet browser for easy access anytime.

You may be asked to request access if this is your first time visiting the site. If you are a returning user, you should only need to supply your Moody login credential to access the site.

On the left hand menu panel select the 'Update Job Descriptions' option.

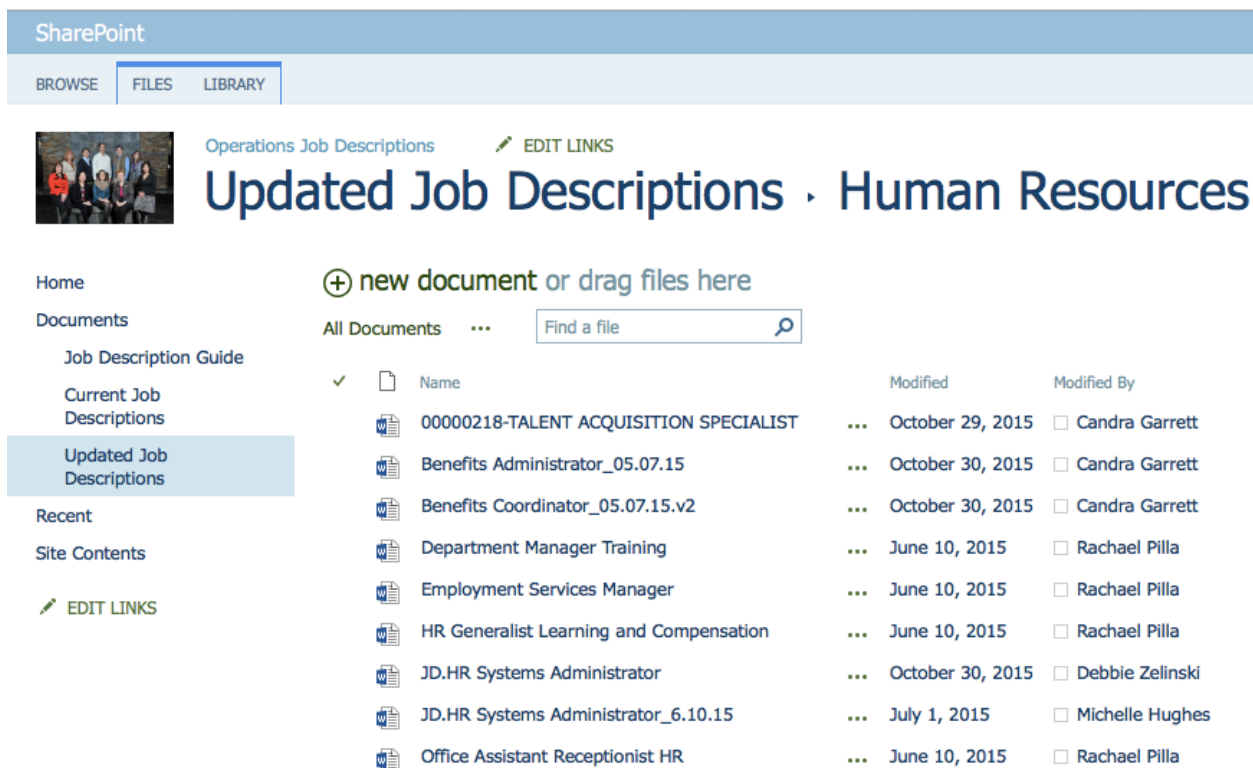
You'll see a listing of departments, locate your department from the list and click to select.

The screenshot shows a SharePoint site with a blue header bar containing the text 'SharePoint'. Below the header is a navigation bar with 'BROWSE', 'FILES', and 'LIBRARY' tabs. The main content area has a title 'Updated Job Descriptions' and a subtitle 'Operations Job Descriptions'. A sidebar on the left contains a 'Documents' section with a list of links: 'Job Description Guide', 'Current Job Descriptions', 'Updated Job Descriptions' (highlighted), 'Recent', and 'Site Contents'. Below the sidebar is a search bar labeled 'Find a file' and a button labeled 'EDIT LINKS'. The main content area displays a table of job descriptions with columns for 'Name', 'Modified', and 'Modified By'. The table lists various departments and their corresponding job descriptions, with the 'Updated Job Descriptions' link highlighted in blue.

Name	Modified	Modified By
Donor Development and Channel Strategy	April 30, 2015	Rachael Pilla
Event and Guest Services	April 28, 2015	Serene Hudson
Facilities	April 28, 2015	Serene Hudson
General Counsel	April 28, 2015	Serene Hudson
Human Resources	June 10, 2015	Rachael Pilla
Information Technology Services	August 4, 2015	Candra Garrett
Integrating Marketing Communications	April 28, 2015	Serene Hudson
Public Safety	April 28, 2015	Serene Hudson
Stewardship	April 28, 2015	Serene Hudson

You should now see a list of all job description currently housed in your departmental library.

## Uploading Latest Job Descriptions to the Database



SharePoint

BROWSE FILES LIBRARY

Operations Job Descriptions EDIT LINKS

### Updated Job Descriptions · Human Resources

Home

Documents

- Job Description Guide
- Current Job Descriptions
- Updated Job Descriptions**
- Recent
- Site Contents

EDIT LINKS

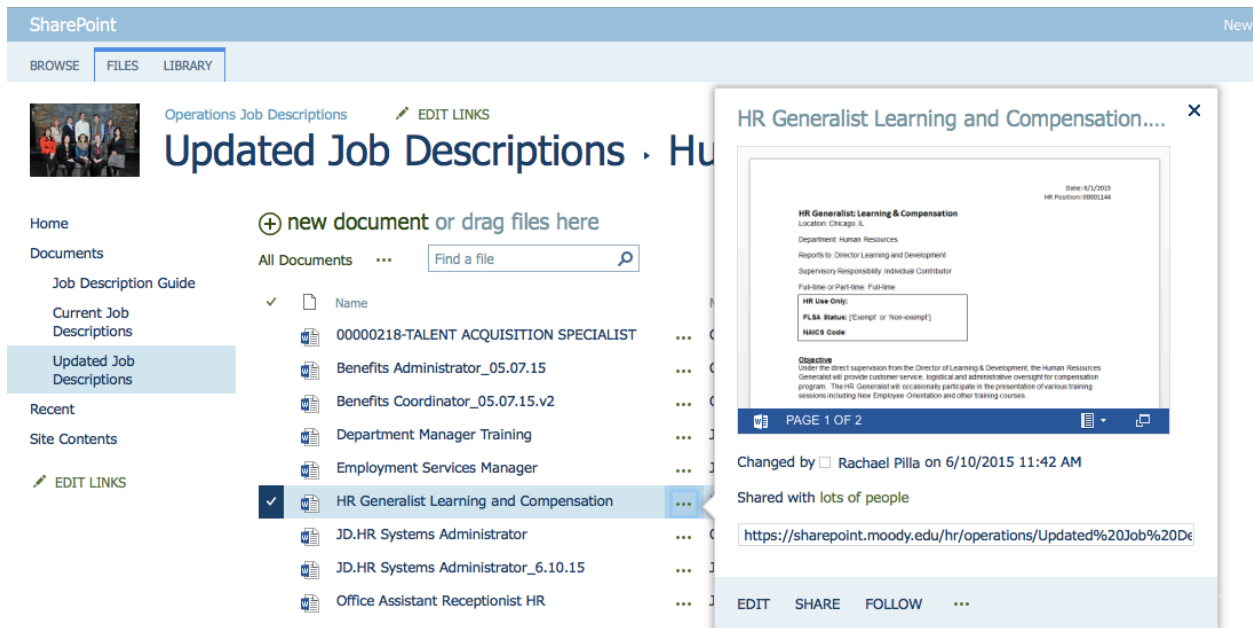
+ new document or drag files here

All Documents Find a file

Name	Modified	Modified By
00000218-TALENT ACQUISITION SPECIALIST	October 29, 2015	Candra Garrett
Benefits Administrator_05.07.15	October 30, 2015	Candra Garrett
Benefits Coordinator_05.07.15.v2	October 30, 2015	Candra Garrett
Department Manager Training	June 10, 2015	Rachael Pilla
Employment Services Manager	June 10, 2015	Rachael Pilla
HR Generalist Learning and Compensation	June 10, 2015	Rachael Pilla
JD.HR Systems Administrator	October 30, 2015	Debbie Zelinski
JD.HR Systems Administrator_6.10.15	July 1, 2015	Michelle Hughes
Office Assistant Receptionist HR	June 10, 2015	Rachael Pilla

Select the green text that read + new document in order to add your updated job description. Select the job description file (must be in Word format) from your computer and upload. Make sure you see your new job description listed with the current date under the 'Modified' column.

If you have an older version of the job description still listed, delete the file by using the menu provided to the right of the file name:



SharePoint

BROWSE FILES LIBRARY

Operations Job Descriptions EDIT LINKS

### Updated Job Descriptions · Human Resources

Home

Documents

- Job Description Guide
- Current Job Descriptions
- Updated Job Descriptions**
- Recent
- Site Contents

EDIT LINKS

+ new document or drag files here

All Documents Find a file

Name	Modified	Modified By
00000218-TALENT ACQUISITION SPECIALIST	October 29, 2015	Candra Garrett
Benefits Administrator_05.07.15	October 30, 2015	Candra Garrett
Benefits Coordinator_05.07.15.v2	October 30, 2015	Candra Garrett
Department Manager Training	June 10, 2015	Rachael Pilla
Employment Services Manager	June 10, 2015	Rachael Pilla
<b>HR Generalist Learning and Compensation</b>	June 10, 2015	Rachael Pilla
JD.HR Systems Administrator	October 30, 2015	Debbie Zelinski
JD.HR Systems Administrator_6.10.15	July 1, 2015	Michelle Hughes
Office Assistant Receptionist HR	June 10, 2015	Rachael Pilla

#### HR Generalist Learning and Compensation...

HR Generalist Learning & Compensation  
Location: Chicago, IL  
Department: Human Resources  
Reports to: Director Learning and Development  
Supervisory Responsibility: Individual Contributor  
Full-time or Part-time: Full-time

**HR Use Only:**  
PLSA Status: [Exempt] or [Non-exempt]  
NMCS Code:

**Objective:**  
Under the direct supervision from the Director of Learning & Development, the Human Resources Generalist will provide customer service, logistical and administrative oversight for compensation program. The HR Generalist will occasionally participate in the presentation of various training sessions including New Employee Orientation and other training courses.

PAGE 1 OF 2

Changed by Rachael Pilla on 6/10/2015 11:42 AM

Shared with lots of people

<https://sharepoint.moody.edu/hr/operations/Updated%20Job%20De>

EDIT SHARE FOLLOW

## Uploading Latest Job Descriptions to the Database

The screenshot displays a SharePoint library titled 'Updated Job Descriptions'. The left sidebar shows a list of documents, with 'HR Generalist Learning and Compensation' selected. The main area shows a preview of this document, which includes details like 'Location: Chicago, IL', 'Department: Human Resources', and 'Reports to: Director Learning and Development'. Below the preview, there are options to 'EDIT', 'SHARE', and 'FOLLOW'. A context menu is open over the 'DELETE' button, showing options like 'View Properties', 'Edit Properties', 'View in Browser', 'Edit in Browser', 'Check Out', 'Compliance Details', 'Workflows', 'Download a Copy', 'Share', 'Delete', and 'Delete' (highlighted at the bottom).

Select delete at the bottom of the second menu list. Check to make sure this file is no longer listed in the set of job descriptions listed.

That's all the basic steps. Thanks for updating your job descriptions and uploading them to the SharePoint site!

If you have technical issues or have questions about the process feel free to reach out to the Compensation Administrator for further guidance.

## Moody Competencies

Competency Title	Competency Description
Administrative	Administrative duties (i.e. timeslips, expense reports, P-card reconciliation).
Analytical Skills	Collects and researches data, identifies data relationships, synthesizes complex or diverse information and presents relevant data to stakeholders.
Assign Priority	Able to assign priority to multiple engineering emergencies, determining the highest priority based on importance and impact of station being "on the air".
Budget Management	Shows wise discernment and stewardship of allocated budget for work unit(s).
Change Management	Adapting oneself and leading others in the face of organizational change.
Communication	Connects with peers, customers, students and donors, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Is honest, yet kind and discreet.
Communication (Supervisory)	Is approachable, develops trust, effectively communicates "up" and "down" the organization, and builds self-image of staff.
Conflict Management	Facilitates constructive conflict resolution, accommodates or seeks compromise when appropriate.
Crisis Management	Accurately identifies crises, communicates through established channels, delegates as needed while maintaining appropriate demeanor.
Customer & Market Knowledge	Customer Knowledge, Market Analysis, and Input to Management
Delegation	Delegates responsibility and attendant authority, establishes accountability. Demonstrates confidence in subordinates.
Dependability	Can be relied upon to complete tasks as assigned; amount of required supervision and instruction is appropriate.
Directability	Follows Instructions and responds to training to improve performance and effectiveness.
Employee Development	Provides a positive work setting that encourages and enables self-development. Anticipates employee changes and prepares individuals for advancement.
Equipment Troubleshooting	Able to systematically approach equipment failures based on good engineering practices.
Feedback	Seeks feedback at appropriate times and through appropriate channels. Intentionally applies feedback into work.
Inclusiveness	Shows respect for people and their differences; promotes fairness and equity; engages the talents, experiences, and capabilities of others; fosters a sense of belonging; works to understand the perspectives of others; and creates opportunities for access and success.
Initiative	Proactive in performing assigned duties; is resourceful, and seeks additional tasks when the workload permits.
Innovation	Displays original thought, creativity and resourcefulness. Develops and suggests innovative approaches and ideas to improve work
Job Knowledge	Possesses knowledge and expertise appropriate for the position; applies knowledge to assigned tasks.
Judgment	Acts with reason and thoughtfulness; makes good use of available information in reaching decisions.
Meeting Leadership	Arrives early, is prepared, and uses meeting time efficiently and effectively through appropriate topics and facilitation of the meeting process.
Mentorship	Walks alongside mentees as a dedicated guide in developing specific skills and knowledge that will enhance the mentees professional, personal, and spiritual growth.
On-air Presence	Good use of voice and microphone technique, natural and relatable, genuine and believable, shows energy and vitality, ability to both ad-lib and read copy with few mistakes.
Performance Management	Sets, communicates, and gains commitment to achievable but challenging expectations. Monitors, measures, and coaches performance against set expectations.
Planning & Organizing (Empl)	Plans, organizes and schedules work effectively; makes good use of time.
Planning & Organizing (ProTch)	Plans and schedules work, prioritizes projects, manages complex tasks and competing demands.



Competency Title	Competency Description
Planning & Organizing (Spvsnr)	Coordinates plans and schedules, monitors progress within schedules, models good use of time and plans for additional resources.
Preparation	Accurately assesses time input required for a task and makes necessary preparations and adjustments to deliver quality results in given time frame.
Problem Solving	Quickly identifies problems and gathers and analyzes relevant data in order to develop alternate solutions and resolve problems in a timely manner.
Production Duties	Produces quality promos, spots, programs, and/or features in a timely and efficient manner; good writing skills, appropriate music, effects, and natural sound.
Professional Development	Seeks professional development when appropriate and through the appropriate channels. Exhibits working & developing knowledge and skills relevant to the job and current industry standards.
Project Management	Able to see project through all phases or steps until the very end, plans resources accordingly for best possible outcome.
Quality of Work	Work is thorough, accurate, and timely, with few errors.
Quantity of Work	Volume of productivity is appropriate to the normal demands of the position. Responds to occasions of increased work demands.
Recruit & Select Talent	Works with Employment Services to attract and hire quality talent while considering and adhering to organizational standards.
Regulation Compliance	Understands and adheres to industry standard regulations impacting Moody, makes adjustments as necessary.
Repair & Maintenance	Responds to equipment failure and/or property needs in a timely and efficient manner. Takes preventative steps to maintain equipment and/or property.
Research and Development	Able to determine appropriate sources of information in order to thoroughly investigate a topic and report key highlights relevant to current organizational needs.
Sales	Achieves sales as measured against budget.
Special Events and Programming	Demonstrates preparation, customer service, enthusiasm, and proper management appropriate to their role during special programs or events offered through the Institute.
Strategic Planning	Sees the big picture, plans and makes decisions with a sustainable future in mind, intentionally aligns goals and decisions with broader organizational goals.
Student Development	Committed to student development and strives to serve students well while building quality rapport.
Team Leadership	Promotes team goals and participation, defines individual roles and responsibilities, and recognizes individual and team successes.
Teamwork/Collaboration	Cooperative and effective team member, willing to collaborate with and help others. Supplies needed information and resources to other employees with overlapping work. Acts as a cooperative contributor in team problem solving.
Technical Skills & Responsibilities	Skilled at editing and mixing in timely and efficient manner; good working knowledge of audio equipment and related software.
Transmitter Operations & Responsibilities	Good working knowledge of transmitter controls and readings, EAS responsibilities and procedures.
Use of Technology	Demonstrates required skills, keeps current with and adapts to new technologies. Leverages technology to increase productivity.
Volunteer Management	Effectively leverages available volunteers to achieve the goal at hand, ensures volunteers feel valuable and respected.

## Action Phrases and Power Verbs

### Action Phrases

Designed, developed & delivered	Conducted needs analysis	Wrote course design documents
Assessed employee/client training needs	Consulted with clients	Facilitated problem-solving meetings
Developed and implemented formatting	Analyzed evaluation data	Revamped product training
Managed product development	Implemented solutions	

### Power Verbs

Accelerated	Acclimated	Accompanied	Accomplished	Achieved	Acquired
Acted	Activated	Actuated	Adapted	Added	Adhered
Adjusted	Administered	Admitted	Adopted	Advanced	Advertised
Advised	Advocated	Aided	Aired	Affected	Allocated
Altered	Amended	Amplified	Analyzed	Answered	Anticipated
Appointed	Appraised	Approached	Approved	Arbitrated	Arranged
Ascertained	Asked	Assembled	Assigned	Assumed	Assessed
Assisted	Attained	Attracted	Augmented	Authored	Authorized
Automated	Awarded	Avail			
Balance	Bargained	Borrowed	Bought	Broadened	Budgeted
Built					
Calculated	Canvassed	Capitalized	Captured	Carried out	Cast
Catalogued	Centralized	Challenged	Chaired	Changed	Channeled
Charted	Checked	Chose	Circulated	Clarified	Classified
Cleared	Closed	Co-authored	Called	Collaborated	Collected
Combined	Commissioned	Committed	Communicated	Compared	Compiled
Complied	Completed	Composed	Computed	Conceived	Conceptualized
Concluded	Condensed	Conducted	Conferred	Consolidated	Constructed
Consulted	Contracted	Contrasted	Contributed	Contrived	Controlled
Converted	Convinced	Coordinated	Corrected	Corresponded	Counseled
Counted	Created	Critiqued	Cultivated	Cut	
Debugged	Decided	Decentralized	Decreased	Deferred	Defined
Delegated	Delivered	Demonstrated	Depreciated	Described	Designated
Designed	Determined	Developed	Devised	Devoted	Diagrammed
Directed	Disclosed	Discounted	Discovered	Dispatched	Displayed
Dissembled	Distinguished	Distributed	Diversified	Divested	Documented
Doubled	Drafted				
Earned	Eased	Edited	Effected	Elected	Eliminated
Employed	Enabled	Encouraged	Endorsed	Enforced	Engaged
Engineered	Enhanced	Enlarged	Enriched	Entered	Entertained
Established	Estimated	Evaluated	Examined	Exceeded	Exchanged
Executed	Exempted	Exercised	Expanded	Expedited	Explained
Exposed	Extended	Extracted	Extrapolated		
Facilitated	Familiarized	Fashioned	Fielded	Figured	Financed
Fit	Focused	Forecasted	Formalized	Formed	Formulated
Fortified	Found	Founded	Framed	Fulfilled	Functioned
Furnished					
Gained	Gathered	Gauged	Gave	Generated	Governed
Graded	Granted	Greeted	Grouped	Guided	
Handled	Headed	Hired	Hosted		
Identified	Illustrated	Illuminated	Implemented	Improved	Improvised
Inaugurated	Indoctrinated	Increased	Incurred	Induced	Influenced
Informed	Initiated	Innovated	Inquired	Inspected	Inspired
Installed	Instigated	Instilled	Instituted	Instructed	Insured

Interfaced	Interpreted	Interviewed	Introduced	Invented	Inventoried
Invested	Investigated	Invited	Involved	Isolated	Issued
Joined	Judged				
Launched	Lectured	Led	Lightened	Liquidated	Lobbied
Localized	Located				
Maintained	Managed	Mapped	Marketed	Maximized	Measured
Mediated	Merchandised	Merged	Met	Minimized	Modeled
Moderated	Modernized	Modified	Monitored	Motivated	Moved
Multiplied					
Named	Narrated	Negotiated	Noticed	Nurtured	
Observed	Obtained	Offered	Offset	Opened	Operated
Orchestrated	Ordered	Organized	Oriented	Originated	Overhauled
Oversaw					
Paid	Participated	Passed	Patterned	Penalized	Perceived
Performed	Permitted	Persuaded	Phased out	Pinpointed	Pioneered
Placed	Planned	Polled	Prepared	Presented	Preserved
Presided	Prevented	Priced	Printed	Prioritized	Probed
Processed	Procured	Produced	Profiled	Programmed	Projected
Promoted	Prompted	Proposed	Proved	Provided	Publicized
Published	Purchased	Pursued			
Quantified	Quoted				
Raised	Ranked	Rated	Reacted	Read	Received
Recommended	Reconciled	Recorded	Recovered	Recruited	Rectified
Redesigned	Reduced	Referred	Refined	Regained	Regulated
Rehabilitated	Reinforced	Reinstated	Rejected	Related	Remedied
Remodeled	Renegotiated	Reorganized	Replaced	Repaired	Reported
Represented	Requested	Researched	Resolved	Responded	Restored
Restructured	Resulted	Retained	Retrieved	Revamped	Revealed
Reversed	Reviewed	Revised	Revitalized	Rewarded	Routed
Safeguarded	Salvaged	Saved	Scheduled	Screened	Secured
Segmented	Selected	Sent	Separated	Served	Serviced
Settled	Shaped	Shortened	Showed	Shrank	Signed
Simplified	Sold	Solved	Spearheaded	Specified	Speculated
Spoke	Spread	Stabilized	Staffed	Staged	Standardized
Steered	Stimulated	Streamlined	Strengthened	Stressed	Structured
Studied	Submitted	Substantiated	Substituted	Suggested	Summarized
Superseded	Supervised	Supplied	Supported	Surpassed	Surveyed
Synchronized	Synthesized	Systematized			
Tabulated	Tailored	Targeted	Taught	Terminated	Tested
Testified	Tightened	Took	Traced	Traded	Trained
Transacted	Transferred	Transformed	Translated	Transported	Traveled
Uncovered	Undertook	Unified	United	Updated	Upgraded
Used	Utilized	Validated	Valued	Verified	Viewed
Visited	Weighed	Welcomed	Witnessed	Won	Wrote

**Work Environment/Conditions Library:**

- **Work environment type:**
  - Standard office environment, Professional office environment, or normal office environment
  - Warehouse
  - Factory
  - Field work/offsite (varies)
  - Work is outdoors
  - Classroom Setting
- **Equipment/technology used:**
  - Fax
  - Phone
  - Copier
  - Computer
- **Physical Requirements:** include percentages or hours
  - Standing
  - Sitting
  - Bending
  - Lifting (include weight)
  - Typing
- **Work hours/Shifts:** days of the week, hours of the day
  - M-F; 9am-5pm
  - M,W,F; 5am-2pm
  - Hours Vary; 20-25 hours per week
  - M-F; 40 hours per week
- **Travel:** include percentage of time on job spent traveling
  - Local Travel
  - Statewide travel
  - International travel
  - Frequent
  - Moderate
  - Minimal
  - None