Decoding Job Descriptions

Why are we here?

- Build your confidence when looking and applying for jobs by going through actual job postings and understand which you are qualified for and actually want

- Take a dive into what employers want and going through job postings you may be struggling with

Variables of a good job description?

Variables of a bad description?

Good Job Description

- A good job description will delve into the duties to be performed by the employee, its purpose, and the scope of the work to be completed.

Actual jobs

=

job description?

Have you played the Keyword Game?

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Works directly with the users to define the objective that the software must meet
- Analyzing the user requirements, documenting the procedures needed, and collaborating with management and/or Senior Programmers to verify the best method has been chosen
- Outline the events and methods that will be used to accomplish the development goal and begin developing the code
- Writes reusable code as well as collaborating with fellow programmers to determine if there is code within the code library to facilitate the needed function
- Programming code must meet the minimum standards as stated in the Aesthetic Guidelines and follows the SDLC
- Responsible for debugging and troubleshooting of the program results and identify the possible problems in the application
- Will debug and test their code to be sure there are no errors that are not handled gracefully
- Creates documentation of the entire application to include in the user manual so that any developer tasked with testing or code review can easily navigate and test the code
- Helps in training the users once the application is built and created
- Creates new functionality upon request of client
- Experience in development of MVVM applications using WPF and VB.Net
- Familiar with PDF files internal workings and the PDF 1.7 Reference
- Knowledge in Object Oriented software design
- Experience using source control is a plus
- Experience in agile development environments

Position Requirements - Qualification and Skill Requirements

- Has development and support skills in at least one system environment, i.e. mainframe, client-server, midrange, PC/LAN or stand-alone PC
- Must have 2-3 years of Programming experience in VB.Net or equivalent (C#,Java,ASP.Net)
- Working knowledge of Object Oriented Programming
- 1-2 years of Access, Excel, Word VBA and debugging experience?1-2 years of SQL Query knowledge

- Knowledge of HTML, PHP, CSS, SSIS, SSRS, JavaScript and/or JQuery a plus
- Experience with Adobe Acrobat SDK a plus
- Highly cooperative team player demonstrating a willingness to learn
- Ability to understand User workflow with a good eye for layout and design
- Must meet strict deadlines and provide accurate forecast of deliverables
- Manage multiple priorities; strong detail orientation and highly organized
- Works with a strong sense of urgency and responsiveness
- Demonstrated patience and professionalism when interacting with others
- Excellent verbal and written communication skills, attention to detail and high level of customer service skills
- Ethical with a commitment to company values

EDUCATION and/or EXPERIENCE :

- Bachelor's degree or technical certification or equivalent work experience
- 1-2 years of work experience in similar position or having equivalent kind of skills experience

Job Type: Full-time

Salary: $35,000.00 /year

Experience:

- Programming: 3 years (Required)

Vague

Position SUmmary

The ideal candidate must be reliable, have good communication skills, and have some experience with computers.

Must have high school degree of equivalency.

Successful candidate must be able to work evenings and weekends, pass a drug test, physical examination and criminal record check.

We offer a complete employee benefit package which includes: Medical Insurance Dental Insurance Life Insurance Long Term Disability Insurance Vacation Paid Holidays 401(k) Plan

Should we take take job descriptions verbatim?

Keywords

- A job description is the place to find the right keywords to use, as well as give you an idea of what the employer will look for in the right candidate.

Job Duties

- Duties can vary wildly from job-to-job, even if the job titles are the same.

- Often listed in order from most important to least important.

- As you read through the job duties, make a list of the one you've done in your previous jobs

Qualifications

- **Preferred and Required qualifications**
  - Education level
  - Work experience
  - Required licenses or certificates
  - Required skills

Mid to Sr. Ruby on Rails Developer needed!

Requirements:

Strong Ruby on Rails Developer with corporate work experience. (NO Jr. RoR Devs should apply)

Will NOT consider straight out of code school or developer with 1 or 2 years experience.

Will consider candidates that are willing to relocate to Tampa Bay on their own.

Must NOT now or in the future require any sponsorship.

Qualifications and Skills

Ruby on Rails real work environment, Development experience

Job Type: Full-time

Required experience:

- Ruby on Rails development: 3 years

Required education:

- Bachelor's

5 months ago - report job

Jargon and Buzzwords

- **Words and phrases are often just buzzwords that recruiters and managers use in every job description**
  - Passion, commitment, team player, responsibility, dynamic interpersonal skills, ability to work independently, detail oriented, and analytical skills.

Narratives vs Characteristics

- **Narrative:** What story are they trying to tell you?

    - Who are they as a company?
    - What do they do?
    - Why do they do it?

- **Characteristics:** What features are they advertising?

    - Location
    - Beverages
    - Activities

Spot a Fake Job Posting

- **Avoid postings that sound too good to be true**

    - Overly high salary for low skills level
    - Job posts that state no skills or experience required
    - Promise perfect hours, salary, and benefits

- **If it truly were a perfect job, they would not need to advertise**

Spot a Fake Job Posting

- **Avoid job postings that ask you to pay a fee**

  - Legitimate recruiters are paid by employers, not by potential job candidates.

  - A requirement to pay for training materials or web training seminars should also raise a red flag. A legitimate company will not require you to pay for your own training.

Spot a Fake Job Posting

- **Requesting your personal information**

    - Ask for your personal information
        - Birth date, social security number, or mother's maiden name

    - This is info you shouldn't have to give out until you've received a job offer—if you give them at all.

Employers

- **What do employers want?**

    - Proof of work

    - Ability to learn and grow

    - Individual and team projects

    - What value do you bring to their story?

    - Hungry, Humble, Smart

Questions to Ask Yourself

- Can I grow at this company?

- Does this fulfill my passions?

- Is the salary worth my career move?

- Do my skills fulfill the requirements?

- Will I fit into the company culture?

What Do You Want?

- **What are you looking for in an employer?**
  - Flexibility options, location, company size, a fun office culture, or even a transparent leadership system.

- **Compare your wants/needs to the job description**

Ready to Apply?

- **Do your homework ...**

  - Did you find the narrative? Does it speak to you?

  - Dig a bit more into their work, code, and team

  - LI, GitHub, FB, Twitter, Meetups, and community

  - Put time into the application process

  - Update your resume to fit the position

Applying

- **What is your last step…**

    - How does the employer want you to respond?

    - Make sure you've found out the company's preferred method of communication.

    - Don't plan to email a resume if the organization wants you to apply through its online job portal.

Questions?