Annotation Task

Classify all relevant entities mentioned in a job description.

Note: Please read this document carefully. The definitions that we offer here for terms such as 'Skill' and 'Domain' may conflict with your own definitions. In this case, we ask that you use our definitions to complete this task.

In this task, you will be shown job descriptions from a recruitment website. For each of the job descriptions, please identify all the words in the text that belong to one of the 'Classifications' shown below.

Sometimes, a classification can contain multiple words – for example, the words 'Teaching Assistant' should together be classified as an 'Occupation'.

Classifications

- Skill
- Qualification
- Experience
- Occupation
- Domain

Classification Definitions

- **Skills**

    - Examples: *'computer programming'*, *'French'*, *'data analysis'*, *'Microsoft Word'*, *'leadership'*, *'unloading cargo'*, *'problem solving'*, *'honesty'*, *'graduate recruitment strategy'*
    - They are tasks that can be performed, or the attributes and abilities that enable people to perform tasks
    - Includes descriptions of tasks (e.g. 'unloading cargo')
    - Includes both domain-specific 'hard skills' and domain-general 'soft skills'
    - Includes specific knowledge (e.g. 'understanding of marketing strategies')
    - May be validated with a qualification or experience

- **Qualifications**

    - Examples: *'Bachelor's Degree'*, *'chartership'*, *'National Pool Lifeguard Qualification'*, *'three A-levels'*
    - They are official certifications obtained through taking a course or passing an exam or an appraisal
    - Includes driving licenses and security clearance

- **Experience**

    - Examples: *'2 years experience'*, *'minimum of 5 years experience'*
    - They are quantified by length of time
    - Does not include what the experience is of or in - for example, in the sentence *'this job requires at least 10 years of experience as a CEO'*, only the words *'at least 10 years of experience'* are the Experience

- **Occupations**

    - Examples: *'Teaching Assistant'*, *'CEO'*, *'Data Analyst'*, *'Chef de partie'*
    - These are job titles
    - Includes abbreviations - for example, both *'Chief Executive Officer'* and *'CEO'* are Occupations

- **Domains**

    - Examples: *'aerospace'*, *'oil industry'*, *'education'*, *'human resources'*
    - These are areas of industry in which someone might have knowledge or experience

Clarification Questions

- If a skill refers to the organisation rather than the candidate (e.g. *'our client is a company that specialises in 'software development'*), should this be classified as a Skill?

    - Yes. Skills should be classified as Skills whether they refer to the candidate the job is looking for or the organisation that is offering the job. In this example, the term 'software development' should be classified as a Skill.

- Can a Job Title contain a Skill? (e.g. 'Data Analysis Specialist')

    - No, these are NOT classified as Skills. The job title in its entirety is classified as an Occupation.

- How should 'background in...' sentences be classified?

    - When the background is in a skill, the Skill should be classified (e.g. *'background in teaching'* - *'teaching'* is classified as a Skill).

    - When the background is in a domain, the Domain should be classified (e.g. *'background in education'* - *'education'* is classified as a Domain).

    - The same is true for 'experience in...' sentences - if the experience is of a skill, the Skill should be classified.

- When a skill is applied to a particular task, should the details of the task be contained in the skill-term?

  - Only if it is a specific application (e.g. *'creating technical documentation'*) and not a general application (e.g. *'cleaning kitchens'*, where only *'cleaning'* should be classified as a Skill).

- How do you classify a sentence where Skills are split by a conjunction? (e.g. 'construction and maintenance of databases')

  - In these cases, the classification extends across all skills, and includes the application if it is relevant (in the above case, *'construction and maintenance of databases'* would be classified as a Skill in its entirety).

- If a skill is modified by a word like 'good' or 'excellent', is this part of the skill classification? (e.g. 'excellent computing skills', 'good time management')

  - No, the modifier (in the above examples, 'excellent', and 'good') are NOT part of the classification. In the phrase 'excellent computing skills', only 'computing' is the skill.

Job Description Annotation Task

Worked Examples

Example #1

These are Skills because they are tasks that can be performed or abilities that help people perform tasks. Although they are not separated with punctuation, capital letters mark the boundaries.

Key responsibilities include: Develop demand plans at product, location and channel levels Develop monthly demand consensus and integrated Business Planning information packs Manage monthly demand meetings Analysis and review of demand plans with Sales, Marketing and Finance Analysis of historical data / trends / seasonality using forecasting models Collaboration with Finance, Sales and Marketing to develop long range and strategic plans.

These are Domains because they are areas of industry in which one might have skills or experience.

Example #2

These are <mark style="background-color:magenta">Occupations</mark> because they are job titles. The forward slash separates two separate classifications.

This is a <mark style="background-color:green">Skill</mark> because it is an attribute that helps people perform tasks.

Our client is recruiting for an additional <mark style="background-color:green">experienced</mark> <mark style="background-color:magenta">Microsoft</mark> <mark style="background-color:magenta">Analyst/Programmer</mark> to work on a variety of interesting <mark style="background-color:green">business software development</mark> and <mark style="background-color:green">support contracts</mark> for <mark style="background-color:orange">corporate</mark> and <mark style="background-color:orange">public sector</mark> customers <mark style="background-color:green">working within existing skilled teams</mark>.

These are <mark style="background-color:green">Skills</mark> because they are tasks to be performed or abilities that help people perform tasks. The conjunction 'and' separates two separate classifications.

These are <mark style="background-color:orange">Domains</mark> because they are areas of industry in which one might have skills or experience.

Example #3

This role is based at our clients' North London office, with flexibility to work at

customer sites in London and surrounding counties as required.

There are no entities in this example.

Example #4

This is an <mark>Occupation</mark> because it is a job title. It doesn't matter that it is not the job title that this job advert is for.

These are <mark>Skills</mark> because they are tasks to be performed or abilities that help people perform tasks.

Work with the <mark>Financial Reporting Manager</mark> to <mark>prepare monthly IFRS Reporting</mark> and <mark>improve efficiency</mark> in the process.

Example #5

This is a <mark>Skill</mark> because it is a task to be performed.

This position will be <mark>working within a fast paced environment</mark>

and the successful candidate will have <mark>at least 6 months</mark>

<mark>experience</mark> within a similar role.

This is an <mark>Experience</mark> because it is quantified by a length of time. It does not include the subject of the experience (here, 'within a similar role').

Example #6

These are Skills because they are abilities or attributes that help people perform tasks.

Are you a talented, ambitious, experienced and high

performing sales professional?

This is an Occupation because it is a job title. If the term 'Sales' were on its own, then this might be classified as a Domain, but here it is an Occupation as it paired with the term 'Professional'.

Example #7

The term 'blue chip' may seem like a Domain, but it is not an area of industry in which someone might have knowledge or experience. It is therefore left unclassified.

We work with a number of market leading and blue chip

organisations to help shape and deliver their graduate

recruitment strategy.

This is a Skill because it is a task that can be performed. The term 'Graduate' is included in this classification because it is a specific application (see FAQ document for more clarification).

Example #8

These are <mark>Skills</mark> because they are tasks that can be performed.

Key responsibilities will include: <mark>Identifying opportunities</mark>,

<mark>implementing and embedding change</mark> to deliver best practice.

This is not part of the <mark>Skill</mark> classification because it is a general application of the skill (see FAQ document for more clarification).