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Job Search Tools

Job Posting Analysis Worksheet

PART A: Selected Posting

Refer to the job posting provided by the instructor in the Job Postings section of the weekly content.

PART B: Job Posting Analysis

Complete the following questions related to the posting you identified in Part A:

On which posting site did you find the posting?

What is the job posting number, ID Number, or other identifier?

What company is the posting for?

What is the job title?

Where is the job location?

What is the posting deadline?

What is the submission method (e.g., online, via email, fax, in person)?

What submission materials are required (e.g., resume, cover letter, transcripts)?

Any additional information (e.g., job salary, expected start date, special instructions, etc.)

What amount of previous experience is requested? Is this quantified (e.g., number of years)?

Do you possess this amount of experience? If yes, describe how, where and when you developed this amount of experience using exact details? If no, describe how do you intend to develop this experience?

What job duties are listed in the posting?

For the job duties listed above, have you previously performed each duty? For each duty, how, where and when did you perform the duty? For the duties you have not yet performed, describe how you intend to develop the ability to perform these duties?

What formal education qualifications are requested in the posting?

Do you possess these formal education qualifications? If so, where and when did you earn them? If no, how do you intend to develop these qualifications?

What skills, abilities and knowledge are requested in the posting?

For each area of knowledge, skill or ability, do you possess these? If so, how, where and when did you develop them? If no, how do you intend to learn or develop the knowledge, skill or ability?

Why would this job be a good fit for you?

Why would this company be a good fit for you?