# Tasks:

### Part I: Explore job postings

1. Find two postings that interest you. Review the position requirements.

### Part II: Make a list of key skills required to support these positions

1. Make a list of the necessary skills to support this position.

### Part III: Perform a personal skills inventory

1. Review the skills required for the position you selected. How do your skills compare?
2. Determine the steps you could take to gain the skills you need to apply for a desired job.

## Part I: Sample skills inventory and assessment

* Download the [**Microsoft Program Manager Job Listing** **Example**](https://cf-courses-data.s3.us.cloud-object-storage.appdomain.cloud/EIkDA1RiNt6J44-KJywauw/Microsoft%20Program%20Manager%20Job%20Listing%20Example.docx) document.
* Read through the job posting carefully.
* Capture all skills and competencies you can identify.
* Assess your current level of skill and define an action plan to sustain or improve.

**Note:** Levels and action plans are omitted in this example.

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| --- | --- | --- |
| Position: Program Manager II | Company: Microsoft Corporation | Location: Redmond, WA (USA) |
| Skills & Competencies Required | Your Level  (H/M/L) | Action Plan |
| Passionate Innovation |  |  |
| Collaboration |  |  |
| Envision What Can Be |  |  |
| Numerous Cloud-Based Technical Skills |  |  |
| Artificial Intelligence (AI) |  |  |
| Understand Customer Needs |  |  |
| Leverage Data for Decision Making |  |  |
| Value and Seek Out Different Perspectives |  |  |
| Tap into Collective Power of All |  |  |
| Empower Self and Others |  |  |
| Realize Shared Goals |  |  |
| Respect Others |  |  |
| Act with Integrity |  |  |
| Accept Accountability |  |  |
| Be Inclusive |  |  |
| Stakeholder Engagement |  |  |
| Track Success Data (Key Performance Indicators) |  |  |
| Measure Profitability (Finance) |  |  |
| Partner with Teams |  |  |
| Define and Deliver Value |  |  |
| Foster Culture of Excellence |  |  |

**Tip:** Use the skills and competencies in the job posting for your resume and cover letter, and during interviews. Try to show your experience in each skill and competency or an awareness and game plan to attain that skill.

## Part II: Your position 1 skill and competency assessment

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| Position: | Company: | Location: |
| Skills & Competencies Required | Your Level  (H/M/L) | Action Plan |
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## Part III: Your position 2 skill and competency assessment

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| Position: | Company: | Location: |
| Skills & Competencies Required | Your Level  (H/M/L) | Action Plan |
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