

# Job Search Strategies: Job Posting Analysis



**Times Change Women's Employment Service**



# Objectives

- Define the three types of skills and explain how they relate to job search
- Explain different sections of a job posting
- Define and clarify the term 'Qualifications'
- Share a tool to help compare and match your qualifications to the requirements of a posting



# Agenda

- Identifying your skills: The Three Types of Skills
- Sections of a job posting
- Defining 'Qualifications'
- Matching your qualifications to the requirements of the posting
- Answering a few common questions
- Conclusion and next steps



# Identifying Your Skills

## 1. Technical or job-specific:

- developed for specific jobs or positions
- require special training or education
- acquired through formal education, workplace training and other professional development activities

*Examples: computer skills, Computerized Accounting, operating machinery, teaching methodology, office administration,...*



# Identifying Your Skills

## 2. Transferable Skills

- talents and aptitudes—both natural and developed over time; transferable from one situation/job to another
- Developed through paid or volunteer work, education, and other life experiences

*Examples: interpersonal, organizational, research...*



# Identifying Your Skills

## 3. Self-management Skills or Traits

- Usually reflect your temperament; can also be developed
- Usually reflect work style

*Examples: punctuality, enthusiasm, flexibility, willingness to learn, ...*



# Analyzing a Job Posting

1. What is the basic structure of a job posting?
2. What do employers/job ads mean by 'Qualifications'?
3. How do I determine the 'match' between my qualifications and those required by the job?



# Sections of a Job Posting

1. Job Title
2. Qualifications
3. Responsibilities
4. About the Company
5. Other Information (e.g. work hours, environment, conditions, salary, benefits)





# Qualifications

- Experience
- Education/ Training
- Job-Specific/ Technical Skills
- Transferable Skills
- Personal Strengths/ Attributes

## QUALIFICATIONS

- Four solid years in the Human Resources field.
- Extensive background in recruiting.
- Ability to maintain high level of confidentiality.
- Quality writing and communication skills.
- Strong ability to multi-task under pressure.
- Knowledge of Federal & State Employment Laws.
- Advanced knowledge & proficiency in Microsoft Excel, Word, Access, & Outlook.
- Fluent in Spanish.
- Type 50 wpm.



# Sample Job Posting

## **Full-time, Contract**

We are a dynamic, quickly growing business looking for an Executive Administrative Assistant to support our President during a maternity leave contract (approx 10 months)

## **The Role:**

- Effectively manage the schedule of the President which includes scheduling, foreseeing conflicts and follow through.
- Generation of meeting notes and minutes as required.
- Coordinate logistics and following up of meetings, special projects, and events.
- Hold strong organizational and time management skills and ability to multi-task and prioritize work.
- Arrange travel, hotel, and car reservations and prepare itinerary to ensure time and cost effectiveness.
- Quick responsiveness to make travel adjustments regarding last minute changes needed
- Confident working under pressure in a fast-paced office and meeting short deadlines.



## **Qualifications:**

- 5+ years of senior administrative experience
- College diploma/certificate or university degree in Business, Administration or equivalent.
- Proficiency in Microsoft Office including; Outlook, Word, Excel and PowerPoint
- Highly organized with the ability to prioritize and to manage multiple tasks with a sense of urgency
- Strong attention to detail and desire to get things right
- Ability to maintain privacy and confidential information
- Advanced written/verbal communication and diplomacy skills
- Strong scheduling and time management skills

**Job Type:** Full-time, Contract

**Location:** Orillia, ON

**Work remotely:** Temporarily due to COVID-19

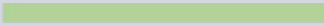
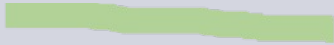


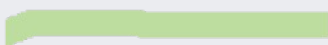
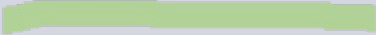
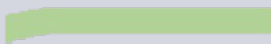




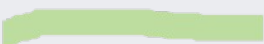
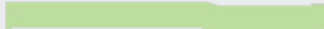


# Pay attention to:

- Structure (different sections)
- Keywords
- Repetitions and Emphasis (underlined or bold sections)
- Essential (must-have) and asset (nice-to-have) requirements
- Order of items (usually the most important ones come first)



# How do you match the job?

Qualifications	The job requires...	I have...	Gaps
Experience			
Education/ Training			
Job-Specific/Technical Skills			
Transferable Skills			
Personal Strengths/ Attributes			
Other			



# Questions you might have...



1. How do I decide whether to apply for a job or not? Do I have to meet all of the qualifications mentioned in the posting?



# Answer:



- It's not a deal-breaker if you do not have every single qualification listed, but, ideally, you'll have most, especially the 'must-have' requirements, and the majority will be at least familiar to you.
- If overall, you feel that you meet the majority of the qualifications (appr. 75% or more), use the information on your table to work on a targeted application.



# Questions you might have...



2. How should I address the qualifications that are relevant, but not exactly the same as those required by the posting?





# Answer



- Demonstrate and clarify how the experience, skill, education, or project is related/similar to the requirement mentioned in the posting.
- Gain as much information as you can about the requirement and why it's needed for the job.
- Emphasize your ability to learn quickly and give examples of times when you did that.



# In Conclusion...

- Always read and make sure you understand job postings thoroughly.
- Use the information in your 'match' table to highlight your relevant qualifications in your resume, cover letter, and later on in interviews.



# Next Steps

- Work on targeting your job search tools (i.e. resume, cover letter, responses to interview questions), highlighting your matching qualifications.
- Check out other Times Change presentations, workshops and services to help build and enhance your job search strategies and tools!

<b>Description</b>
Process deposits, transfers, withdrawals, and other transactions in accordance with established policies and procedures; must be continuously aware of fraud loss and check cashing guidelines as well as all security and transaction documentation requirements. Also responsible for the security of assigned cash which must be maintained and balanced within established guidelines. Must Champion and live the service and sales culture.
<b>Responsibilities:</b>
<ul style="list-style-type: none"><li>• Greets customers/prospects in the lobby, drive-thru and on the phone</li><li>• Process transactions within established policies and procedures to ensure operational excellence</li><li>• Identify and refer sales opportunities to Relationship Bankers via the GAIN needs assessment</li><li>• Compliance with all banking regulations</li><li>• Maintain supply and sale of consignment items.</li><li>• Deliver on in branch customer experience for all segments to ensure a quality customer experience every customer every time.</li><li>• All other job duties as assigned.</li></ul>
<b>Qualifications</b>
<ul style="list-style-type: none"><li>• At least a High School Diploma, GED or Equivalent Certification</li><li>• At least six months of customer service experience</li><li>• At least six months of cash handling experience</li></ul>



THANK YOU

