PROFESSIONAL DEVELOPMENT PROJECT
EXERCISE #1 WORKSHEET

Part 1: Identify important details from job posting

☐ I have identified a position that aligns with my interests, values, and skills.
☐ I have added this position to Openrole.
☐ I have filled in the table below with important details from the job posting.

Company name	
Job title	
Top 5 skills/qualifications *What you'll need to be successful in the role*	1.
	2.
	3.
	4.
	5.
Top 5 responsibilities *What you'll be expected to do in the role*	1.
	2.
	3.
	4.
	5.
Link to job posting	

Part 2: Meet with your Career Success Coach (CSC)

☐ I have scheduled a meeting with my CSC.