Understand Job Description

🥇 OBJECTIVES FOR THIS SESSION 🥇

✔ Understand the **different components** in a job description (JD)

✔ Consider if you **have the requirements** for the job and **what happens if you do not**

5 MINS

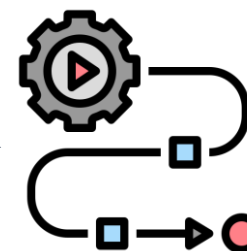# Building Your Career steps

**BUILD YOUR OWN CAREER PLAN
AGENDA**

Set your career goals

Research and sharing session

Understand the job description

Define the steps to achieve the goals

5 MINS

Let's review your homework

Share your homework to the class
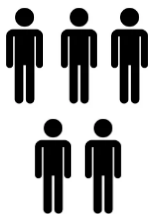
What is a JD? Why?

WHAT?

WHY?

A document that companies use to list

the key details of an open position:

- **responsibilities,**

- **requirements**

- and **how to apply for it.**

- To know whether it matches your

  skills and qualification

- To organize your career plan

- To prepare for your realistic job and

  your ideal job

30 MINS

Group Research

Imagine that, ten years after PNC, you create your own company in the IT sector. Your business grows day by day and you need a lot of staff to fill many positions such as:

1. **Front-end developer**
2. **Back-end Developer**
3. **WEP developer**
4. **UX/UI designer**
5. **Quality Assurance**

What should a JD have? Why?

TO COMPLETE THIS ACTIVITY :

① **GROUP** RESEARCH *(15 mins)*
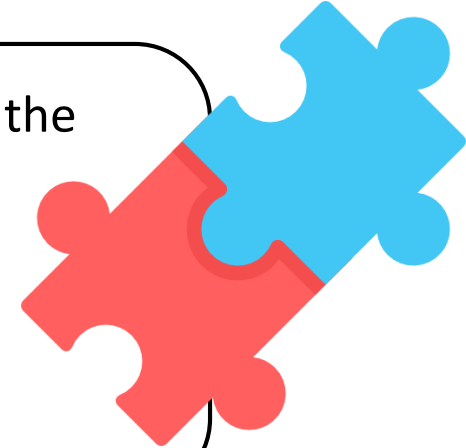
② **EXPERT** TEAM DISCUSSION *(5 mins)*

③ **HOME** TEAM DISCUSSION *(10 mins)*

20 MINS

Matching your JD

Throughout Activity 1, you may understand JD. Now let's match the massy to be ordered.

- Group 1, 2, and 3: Job 1 - **IT Analyst for School Data**
- Group 4, 5, and 6: Job 2 - **Digital Marketing Officer**
- Group 7 & 8: Job 3 - **Computer Teacher**

TO COMPLETE THIS ACTIVITY :   ① **GROUP WORK** *(10 mins)*   ② **CLASS PRESENTATION** *(5 mins)*   ② **SHOW CORRECTION** *(5 mins)*

Times up! Are you ready to check your answers?

Elements of a JD

- A **brief** introduction to the company and its mission.

- R**esponsibilities:** Duties, tasks…

- **Education & Training:** Necessary **skills, competence** levels, **knowledge,** and **qualifications** relevant that the candidates should have.

- **Testing** that the company may require.

- **Working conditions** and **location**. (Office-based, remote, or hybrid)

- **Type of employment**—full-time, part-time…etc

- **Method of application** – How to apply