

Position Description Analysis Worksheet

<p>List the minimum/required qualifications.</p>	<p>Which specific qualifications do you possess?</p>
<p>List preferred/desired qualifications.</p>	<p>Which specific preferred/desired qualifications do you possess?</p>
<p>Identify those qualifications and duties for which you have no direct experience.</p>	<p>Which transferable skills could fill in these gaps? Be specific: list up to three examples per duty/qualification.</p>

<p>Reading the position description, identify key words, i.e. terms that the employer uses multiple times. List them here. You can use www.tagcrowd.com by copying & pasting the job listing.</p>	<p>Write a one-sentence statement answering the question: "What can you offer this organization?" Use at least two key words in your answer.</p>
<p>What is the mission of the organization?</p>	<p>Why are you excited about this organization?</p> <p>Why are you excited about this specific position?</p>
<p>Do you know if this position is under a certain division, department, program or project within organization? If so, what is it?</p>	<p>What can you find out about the specific division, department, program or project that you would be working on if you got the position?</p>