**HANDSHAKE JOB ANALYSIS WORKSHEET**

Name:

Position:

Organization:

**Part 1:** Three reasons why I am interested in this position:

1.
2.

**Part 2:** In your analysis, consider types of skills employers are looking for:

* **Knowledge-based skills**: knowledge of specific subject matter, procedures, and information (think of your academic coursework).
* **Technical skills**: a type of knowledge-based skill (think of software, technology, or equipment that is important to know how to use in your industry of interest).
* **Transferrable skills**: actions used in work performance, transferable from/to different functions (think of skills that you gained from previous experiences that you will be able to apply in any future position).
* **Personal Traits**: personality characteristics (i.e., patient, goal-oriented, adaptable, hard-working, etc.)

For column 2 (enjoyment in use of the skills), rate your enjoyment level from 1 – prefer not to use, to 5 –highly enjoyable.

For column 4: If you do not have the skills, do you have enough interest? Even if you have not had the opportunity to gain the knowledge or the skill the employer is asking for, you might be able to market your motivation and passion.

**HANDSHAKE JOB ANALYSIS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required or Preferred Skills (from job description)** | **I Enjoy (scale 1-5)** | **I have** | **I do not have** |
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| **Required or Preferred Education** |  | **I have** | **I do not have** |
|  | N/A |  |  |
|  | N/A |  |  |

**Part 3:** Does this position meet your wants and needs for:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Negotiable** |
| Work Schedule |  |  |  |
| Work Environment/Office Culture |  |  |  |
| Professional Development |  |  |  |
| Compensation/Benefits |  |  |  |
| Location |  |  |  |