

Handshake JOB EXPLORATION ASSIGNMENT

Using provided resources for guidance, student uses the Career & Co-op Center's Handshake system to explore job, internship, and/or co-op opportunities of interest.

Assignment learning goals:

1. Student will obtain familiarity with Handshake's job search resources, and how to construct an effective, targeted search for opportunities in the system.
2. Using provided Job Analysis Worksheet, student will demonstrate ability to critically analyze job postings to be able to judge appropriateness and "fit" for their current job search goals
3. Student will submit completed Job Analysis for three positions in the Handshake database and a 200-250 word report comparing the most interesting position to their current qualifications.

Resources for student use:

- ***Job Analysis Worksheet (pdf)***

Essay prompts:

1. To what extent do your qualifications match the skills, education, and experience needed in the postings? What doesn't match? What are some ways that you might gain the skills or experience you lack?
2. What items in the job postings surprise or concern you (i.e., Are there job duties or required skills that you are very excited about? Some that you didn't expect to encounter or that made you uncomfortable?)
3. How well do these positions align with your preferences or needs? (Part 3 of Job Analysis form)
4. Of the three positions you chose to analyze, which is the most interesting to you? Why? (Consider the company's products, services, and/or market niche; the content of the work and what skills you'll use and what skills and knowledge you'll gain.)