



## JOB ANALYSIS OUTLINE

Name \_\_\_\_\_

Title of position \_\_\_\_\_

Organization/Company \_\_\_\_\_

### **PART 1:** Three reasons why I'm interested in this position

- 1.
- 2.
- 3.

### **PART 2:** In your analysis, consider the three types of skills:

- **Knowledge-based skills** (expressed in nouns): knowledge of specific subjects, procedures and information
- **Transferable skills** (expressed in verbs): actions taken to perform a task, transferable from/to different functions (e.g., analyze, write, organize)
- **Personal Traits** (expressed as adjectives): personality characteristics (e.g., patient, goal-directed, flexible)

For Column 3 (Enjoyment in use of the skills), rate your enjoyment level from 1 = prefer not to use, to 5 = wow/highly enjoyable.

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

