

## Job Analysis and Candidate Comparison Exercise

To compare your skills and experience with a job's qualifications, find a job description or profile and fill in the sections on the left. Then for each section on the right, fill in the relevant skills, knowledge and experience you have. List both accomplishments and transferable skills.

Job Analysis	Candidate Comparison
<i>Knowledge needed</i>	<i>My Knowledge</i>
<i>Education needed</i>	<i>My Education</i>
<i>Experience needed</i>	<i>My Experience</i>
<i>Communication Skills Needed</i> + Verbal Communication Skills + Written Communication Skills + Listening Skills + Presentation/Facilitation Skills	<i>My Communication Skills &amp; Experience</i>
<i>Computer/Technical Aptitudes Needed</i>	<i>My Computer/Technical Aptitudes &amp; Experience</i>
<i>Leadership Skills Needed</i> + Ability to Take Charge + Ability to Relinquish Control	<i>My Leadership Skills &amp; Experience</i>
<i>Teamwork Skills Needed</i> + Ability to work cooperatively and collaboratively with different people while maintaining autonomous control over some assignments.	<i>My Teamwork Skills &amp; Experience</i>
<i>Interpersonal Skills Needed</i> + Ability to Relate to Others + Ability to Inspire Others to Participate + Ability Mitigate Conflict Between Co-Workers	<i>My Interpersonal Skills &amp; Experience</i>

<b>Job Analysis</b>	<b>Candidate Comparison</b>
<i>Critical Thinking &amp; Problem Solving Skills Needed</i>	<i>My Critical Thinking &amp; Problem Solving Skills &amp; Experience</i>
<i>Integrity Needed</i>	<i>I have demonstrated integrity by ...</i>
<i>Initiative Needed</i>	<i>I have demonstrated initiative by ...</i>
<i>Innovation Needed</i>	<i>I have demonstrated innovation by ...</i>
<i>Adaptability Needed</i>	<i>I have demonstrated adaptability by ...</i>
<i>Reliability and strong work ethic Needed</i>	<i>I have demonstrated reliability and a strong work ethic by...</i>
<i>Planning and Organizing multiple tasks Needed</i>	<i>I have demonstrated planning and organizing by ...</i>
<i>Customer Service Skills Needed (Ability to Anticipate Customer Needs and The Demeanor to Respond Positively to Customer Concerns)</i>	<i>I have demonstrated customer service by ...</i>

*Adapted from Dr. Phil Gardner's "Recruiting Trends Reports", Collegiate Employment Research Institute, Michigan State University*