

Job Posting **T** Analysis

In this exercise, you will directly compare your background and qualifications to a job advertisement using the T-Analysis strategy.

Step 1: Job Requirements

- From the top of the Job Ad, work your way down, highlighting key points.
- Record what you think are the most important requirements in the appropriate sections under **Step 1: Job Requirements**.

Step 2: My Qualifications

- Add your relevant qualifications under **Step 2: My Qualifications** directly across from the highlighted requirement.
- Include a specific example of the qualification, such as when or where you have used it.
- If you do not have a relevant qualification, either leave that point blank or note that you do not have it.

Step 1: Job Requirements	Step 2: My Qualifications
Technical Skills (e.g. Software knowledge, calculating formulas)	
Soft Skills (e.g. Communication, Leadership, Teamwork)	
Education/Experience Qualifications (e.g. B.A., certification, 1-3 years' experience)	

Step 3: Organization Characteristics

- If included in the Job Ad, describe characteristics of the organization using their terminology.
- Under **My Fit**, explain how you would be a good fit.

Organization Description/Key Words	My Fit

In the space below, summarize the job in your own words to ensure you understand what it is.

Do you want to do this job? Yes or No? Please explain why. Reflecting on this job's fit will help you make decisions now and in the future about other jobs!

As you analyze the job and the organization, think about:

Job-Specific Questions

- Is the position permanent or temporary? Is the position full-time or part-time?
- What will you do day-to-day and how much will you enjoy that day-to-day experience?
- What can you conclude about your boss and your colleagues?
- What are the job ad keywords that you can add to your cover letter and resume?
- Are there warning signs about the organization or ad that worry you or don't seem "right"? Beware of scam job postings that ask for too much personal information before you have even been interviewed!

Organization-Specific Questions

- Where is the location of the organization and position? Is it possible/realistic for you to be able to get there? Or if the salary is right, would you move?
- Why would you want to work for this organization?
- What can you conclude about the organization's culture?

Career-Related Questions

- Why would you want to do this type of work?
- What kind of person is the organization really looking for? Is it you?
- How does this job ad match up to your past experience?
- How does this job ad match up with your future career goals?
- What skills or experiences are you missing? Are they essential for this job or similar jobs in this field?