



Job Analysis Worksheet

Name _____

Title of Position _____

Organization/Company _____

Part 1: Three reasons why I am 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 do not have the skill, do you have enough interest? Even if you have not had the opportunity to gain the knowledge or skill the employer is asking for, you might be able to market your motivation and passion.



CAREER CONNECTIONS

TEXAS WOMAN'S UNIVERSITY

Required or Preferred Skills (from posting)	I have	I enjoy using (scale of 1-5)	I do not have
Required or Preferred Education			

Part 3: Does this position meet your requirements or preferences for:

	Yes	No
Work Schedule		
Work Environment/Culture		
Professional Development		
Compensation		
Location		