

Reading a Job Description**Required Time: 30-45 minutes in class; 45-60 minutes outside of class**

This assignment is designed to help you navigate through a variety of job postings by walking you through the questions we all need to be asking ourselves every time we approach a job description.

In preparation for answering the questions below, you need to go out and find a “good” job description. This means that it needs to be an identifiable company, it needs to have a portion dedicated to what job duties are expected of the hired candidate, what experience and skills need to be demonstrated for consideration, and instructions on how to apply.

Once you have secured this job posting please answer the following questions. We will discuss your answers in class and your assignment will be handed in along with a printed copy of your posting.

Questions:**Basic Info:**

1. Who is posting the Job?
2. What is the title of the advertised position?
3. What is the closing date for the position?
4. Where is the position located?
5. How should candidates apply? (What docs are necessary, where do you send these, etc...)
6. If you wanted to call or email someone for further information, who would you contact, how do they ask you to contact them? Do they allow contact?
7. What kind of compensation is suggested?

Requirements:

1. What kind of education does this position require?
2. What kind of experience does this position require?
3. What kind of duties does is this position responsible for?
4. What kind of skills does this candidate need to have?

Digging Deeper:

1. List at least 5 terms you found in the job posting that you think would be valuable to use in your cover letter, resume or in an interview. In one sentence for each term, explain why you chose each of these terms.
2. What does this posting reveal about the culture of the organization?
3. What does the job description reveal about the organization’s mission? How does this position seem to fit in with that mission?
4. What are the most important skills these recruiters are looking for in a potential candidate? What are the most important qualities and values they are looking for?