

## Position Requirements Analysis

Frequently, we will see very long job descriptions with long lists of duties and qualifications. As most employers only spend a short period of time reviewing applications, it's helpful to be able to analyze the job description to pick out their key priorities.

### Conduct a position analysis

#### Step One: Read the Complete Job Description

Read the job description from top to bottom to give yourself an idea of the full scope of the duties and responsibilities.

#### Step Two: Highlight the Key Qualifications

Go back to the job description and highlight the qualifications that are most important. Here are a few tips:

- Review the short description of the key duties of the role (often at the top of the ad) if it is available. Frequently, these demonstrate the most important areas of responsibilities.
- When looking at the qualifications and duties, consider that most people will put the most important things at the top of their list (e.g. most important qualifications will likely be one of the first few points)
- Highlight any qualification that says “must have”

When you are done highlighting the qualifications, transfer the information to the first column of the Position Requirements Analysis tool (page 3)

#### Step Three: Analyze How Each of the Qualifications Are Being Used on the Job

Review each of the qualifications. Go back to the job description to see how these skills are being used on the job. Put this information in the second column of the Position Requirements Analysis Tool

#### Step Four: Rank the Qualifications Based on Their Relative Importance

1. **Absolutely critical.** The job requires that I can do this well on the first day and I need to demonstrate that I am proficient at this.
2. Key requirement for the job and I will be using this skill regularly (very important to show that I can do this).
3. Important and can be learned during training (need to show that I can learn this skill quickly)
4. Nice to have and might be used sometimes (an asset but not required)

## Step Five: Provide Examples of Where You Used the Skills

For any of the qualifications that you ranked 1 or 2, provide an example of where you used that skill previously considering examples that are closest to the way the qualification will be used on the job (column two)

### Position Requirements Analysis Tool Sample

What are the qualifications that the employer looking for (from the job description and your company research)?	How is the qualification being used in the job (for which duties and how)?	How important is this qualification for day one (please check)? <i>Please review the qualifications importance chart below.</i>				Example(s) of where have I demonstrated/used this skill (this can include school work, volunteer or paid work, extra-curricular activities or anywhere else where you did something related). <i>(especially important for the items ranked 1 or 2). Please see the "Using the Information from Your Position Analysis Tool" on page 4.</i>
		1	2	3	4	
<i>Social Media Knowledge</i>	Craft a social media strategy with strong focus on exposure and building awareness around our technology	X				<i>Volunteer position at UTMSU as a social media coordinator</i>
Relevant experience in web design	As a web designer, you will be asked to produce website mock-ups that respect industry standards and best practices concerning user experience and conversion	X				<i>Second year class project creating a simulated website for a gaming company</i>
<i>French language proficiency (asset)</i>	Occasionally provide customer service support in French				X	<i>Completed 1<sup>st</sup> year University course in French</i>
<i>Ability to analyze user engagement stats</i>	<i>Use our in-house platform to review the effectiveness of our social media strategy</i>		X			<i>Used Google Analytics in my summer job at XYZ clothing to analyze engagement</i>

## Position Requirements Analysis Tool

<p><b>What are the qualifications that the employer is looking for (from the job description and your company research)?</b></p>	<p><b>How is the qualification being used in the job (for which duties and how)?</b></p>	<p><b>How important is this qualification for day one (please check)?</b> <i>Please review the qualifications importance chart below.</i></p>				<p><b>Example(s) of where have I demonstrated/used this skill (this can include school work, volunteer or paid work, extra-curricular activities or anywhere else where you did something related).</b> <i>(especially important for the items ranked 1 or 2). Please see the "Using the Information from Your Position Analysis Tool" on page 4.</i></p>
		1	2	3	4	

## **Using Information from a Position Analysis to Communicate Your Relevant Skills**

Once you have completed your analysis, you will be able to use the information to prepare content for your resume, cover letter and LinkedIn profile. It will also help you to prepare relevant examples for your interviews and for networking conversations.

### **Outcome Based Statements (on your resume)**

- Using outcome-based statements on your resume helps employers see direct evidence of the skills you have demonstrated. The most common format is “action-verb, scope (e.g. explaining details) and results.
- Please see our Resume Content Builder Tool for examples on how you can build outcome-based statements. There are also samples available in the Resume Toolkit on the Career Centre website.

### **STAR Stories (at interviews)**

- STAR stories are used at interviews when you are asked to provide an employer of an example when you demonstrated a skill or quality.
- The structure of STAR (Situation, Task, Action, Results) helps you organize your response which makes it easy for the employer to see the value of the experience.
- Please attend our “Preparing for Your Job Interview” workshop for assistance in building your STAR stories and practicing your response.

### **Responding to “Tell Me About Yourself” at Interviews and at Networking Events**

- Tell Me About Yourself is one of the most common questions asked at interviews and at networking events. As you analyze the position (or career), it’s helpful to give examples of one or two of the key skills you have demonstrated.
- Think about your examples from the qualifications that you labeled as “must haves” (rated 1) on the Position Requirements Analysis Chart.
- For more details on how to answer this question, please attend a “Preparing for Your Job Interview” or “Learn to Network” workshop

### **In the About Section (on LinkedIn)**

- The Summary or About section is one of the most read parts of your profile. Providing evidence of your top three skills helps the reader see your key qualities.
- For more tips on writing your LinkedIn profile, please attend our LinkedIn for Job Search workshop or meet with an Employment Strategist.