

The Job and Me Worksheet

Purpose

The Job and Me worksheet is used to illustrate where the core requirements for the desired position and your key skills-set match. In the cases where there are gaps, you can develop an action plan to address these missing skill-sets.

Directions

Step 1: Extract the key function, technical, and behavioral skills from the selected job description and list them in priority order in the “Job” column. Any subtext about that skill should also be included (i.e. Financial Management: manage a 5M budget with 10 complex project grants).

Step 2: In the “Me” column, list your corresponding experience (with an example or two) for each skill, matching to the “Job” column. Consider examples where your experience with that skill is in line with the scope of that responsibility (i.e. managing 10 direct reports is significantly larger in scope than managing 1 direct report) Where there is a gap, articulate the actions you have taken to improve this skills (whether in the workplace or in your personal life as it is relevant to the job).

Step 3: Finally, analyze the aggregate results to determine if you feel that the majority of your skills support the duties and scope for the position. If the top priorities for the job are a match, you could also leverage this information to discuss in your cover letter. This vocabulary can also be easily highlighted in your purpose statement and core skills section of your resume (reference “Benjamin” in the resume sample materials).

Definitions

Functional competencies: describe the knowledge, skills, and abilities required to fulfill the required job responsibilities (i.e. financial management, research/data analysis, supervision, business management and operations, organizing and scheduling, grants management, human resource management, project management, event planning, compliance, etc.).

Technical competencies: describe the skills related to the technical demand of the job and/or group. This includes, but is not restricted to, Information Technology skills (i.e. data management, database management, software knowledge [Microsoft, PeopleSoft, SharePoint...], IT policies and planning, web design and development, etc.)

Behavioral competencies: describe the attributes and actions that illustrate the behaviors used in how we approach our work and how we interact with others (i.e. positive attitude, respect for others, self-motivated, team player, confidentiality, effective listening and communication, etc.)

The Job and Me Worksheet

<u>Job</u>	<u>Me</u>
Functional Skills	Functional Skills
Technical Skills	Technical Skills
Behavioral Skills	Behavioral Skills

**If more space is needed, feel free to add more lines or expand onto another page.*