

Job Analysis and Candidate Comparison Exercise

To compare your skills and experience with a job's qualifications, fill in the sections on the left based on one or a collection of similar positions. Then for each section on the right, fill in your relevant accomplishments, skills, knowledge, and experience. Tell your STAR stories.

Job Analysis	Candidate Comparison
<i>Knowledge needed</i>	<i>My Knowledge</i>
<i>Education needed</i>	<i>My Education</i>
<i>Experience needed</i>	<i>My Experience</i>
<i>Communication Skills Needed</i> + Verbal Communication Skills + Written Communication Skills + Listening Skills + Presentation/Facilitation Skills	<i>My Communication Skills & Experience</i>
<i>Computer/Technical Aptitudes Needed</i>	<i>My Computer/Technical Aptitudes & Experience</i>
<i>Leadership Skills Needed</i> + Ability to Take Charge + Ability to Relinquish Control	<i>My Leadership Skills & Experience</i>
<i>Teamwork Skills Needed</i> + Ability to work cooperatively and collaboratively with different people while maintaining autonomous control over some assignments.	<i>My Teamwork Skills & Experience</i>
<i>Interpersonal Skills Needed</i> + Ability to Relate to Others + Ability to Inspire Others to Participate + Ability Mitigate Conflict Between Co-Workers	<i>My Interpersonal Skills & Experience</i>



Job Analysis	Candidate Comparison
<i>Critical Thinking & Problem-Solving Skills Needed</i>	<i>My Critical Thinking & Problem-Solving Skills & Experience</i>
<i>Integrity Needed</i>	<i>I demonstrated integrity by ...</i>
<i>Initiative Needed</i>	<i>I demonstrated initiative by ...</i>
<i>Innovation Needed</i>	<i>I demonstrated innovation by ...</i>
<i>Adaptability Needed</i>	<i>I demonstrated adaptability by ...</i>
<i>Reliability and Strong Work Ethic Needed</i>	<i>I demonstrated reliability and a strong work ethic by...</i>
<i>Planning and Organizing Multiple Tasks Needed</i>	<i>I demonstrated planning and organizing by ...</i>
<i>Customer Service Skills Needed</i> + Ability to Anticipate Customer Needs + Respond Positively to Customer Concerns	<i>I demonstrated customer service by ...</i>

Adapted from Dr. Phil Gardner's "Recruiting Trends Reports", Collegiate Employment Research Institute, Michigan State University & the NACE Competencies