JOB DESCRIPTION ANALYSIS

THE BLUEPRINT FOR YOUR NEXT JOB

JOB DESCRIPTION ANALYSIS CONTENTS

- What is a job description (JD)?
- How a JD is created.
- What are you looking for?
- Your personal job description
- Matching needs – theirs and yours
- Job description analysis tips
- Key word analysis
- How to avoid fake or scam job descriptions
- To apply or NOT to apply?

WHAT IS A JOB DESCRIPTION?

- A record of the essential activities involved in the performance of a job that is abstracted from a job analysis and used in classifying and evaluating jobs and in the selection and placement of employees

- Generally includes sections such as:

- Overview

- List of duties, skills and responsibilities

- Performance standards

- Reporting relationships

- Education, training and certifications

- Compensation/benefits

Sample JD for an IT Project Manager

IT Project Manager

We are looking for the best in the industry and reward our employees on various levels!! This is a great opportunity that offers competitive pay, benefits and room for growth for the right individual.

- Hourly (DOE, please list desired salary when promoted to after you click Apply.)
- Full Time
- Extra Perks include: Complimentary Gym access, meal prep services, chair massages, and L&D wellness classes.
- Benefits include: Medical, Dental, Vision, Long-term Disability, Short-term Disability, Life, PTO, Eligible for a 401(k)

OVERVIEW

As our IT Project Manager, your job will be to coordinate people and processes to ensure that our projects are delivered on time and produce the desired results. You will be the go-to person for everything involving a project's organization and timeline. You're responsible for providing technical project planning, management and oversight for key initiatives and implementation projects, ensuring first that these initiatives and projects are closely aligned with the company's strategic priorities.

MINIMUM QUALIFICATIONS

- Be a minimum of 21 years of age.
- Have good interpersonal skills and be able to effectively communicate with vendors, managers, and coworkers.
- Minimum of 5+ years of project management experience.
- PMP Certification preferred, not required.
- Demonstrated understanding of Project Management processes, strategies and methods.
- Excellent time management and organizational skills and experience establishing guidelines in these areas for others.
- Ability to predict challenges and seek to proactively head-off obstacles.
- Experience using Microsoft Teams, DevOps and Planner to manage workflow.
- Excellent written and oral communication skills.
- Demonstrated understanding of Agile principles and their application.

EDUCATION REQUIREMENTS

- Bachelor's Degree from an accredited institution preferred.

SKILLS AND SPECIFICATIONS

- Have a financial aptitude for understanding and facilitating profitable technology initiatives.
- Have strong project management ability, able to independently manage individual time and tasks.
- Able to define, create and complete project deliverables with minimal guidance.
- Able to quickly adapt to new requirements and changing situations.

Chadwell Supply - 6 days ago report job

YOUR PERSONAL JOB DESCRIPTION COMPONENTS

- Your Ideal Job Title

- Your Ideal Job Summary

- Your Duties, Skills, and Responsibilities

- Your Education, Training & Certifications

- Your Performance Standards

- Who you would report to in your ideal job.

- Your ideal salary range

KNOW WHAT YOU ARE LOOKING FOR!

- Flexibility options (part time, remote, etc.)

- Size of company

- Indoor or outdoor work

- Compensation (salary + benefits)

- Location/Travel

- Transparent leadership

- Safety and security

- Responsibility, recognition of your contribution, acceptance

- Impact on others lives

MATCH YOUR NEEDS WITH THE EMPLOYERS

Employer Description

- Indoors work + remote possibilities
- 1,000+ employees
- Promotion from within
- In business for 30 years
- Average compensation

Your Description

- Work indoors
- Large company
- Growth opportunities
- Safe, secure work environment
- Good compensation + benefits
- Good management team

Employer Qualifications

- Five years PM experience
- PMP preferred
- Know Microsoft Teams, DevOps, Workflow Planner
- Strong PM ability, manage time & tasks
- Project financial management
- Define, create, and deliver projects with minimal guidance
- Experience with Agile principles
- Strong written and oral presentation skills

My Qualifications

- 9 years PM experience
- PMP certified
- Microsoft Teams certified
- Time and Task Management
- Major project financial management experience
- Create and deliver projects on time and under budget as project lead
- Agile certified
- Excellent presentation skills

My Resume

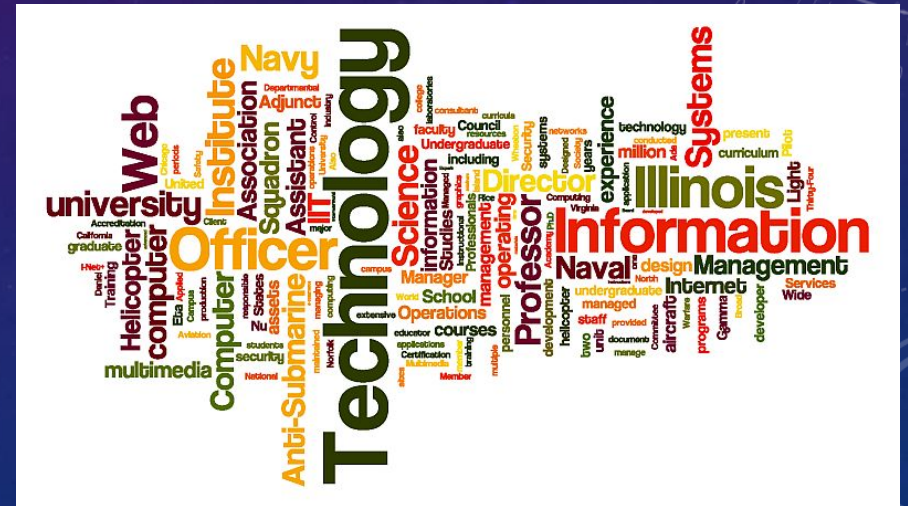Make sure your match of each employer qualification is listed in bold type in your resume!

JOB DESCRIPTION ANALYSIS TIPS

1. Look beyond the job title

2. Determine how close of a match you are

3. Look for hidden questions and red flags

- Insufficient details

- Unclear expectations, poorly written

- Long list of required credentials "wish list"

- Beware of "upfront commitments"

- "High earnings potential"

4. Identify required education, training and experience

5. Is travel required? How much?

6. Is a salary range mentioned?

7. When was the JD posted?

KEY WORDS ARE KING!

- Why are keywords important?
- How to find keywords
- Jobscan.co, SkillSyncer.com, Resumematch.com, Resymatch.io
- Word Clouds – Wordart.com Wordle.net, Tagart.com,

TO APPLY OR NOT TO APPLY?

- In general, if your qualifications create a 60% match to the job description, and if you know you can do the job, and you would enjoy the work – apply.

- If your resume match percentage (using Jobscan.co or other tools) is greater than 80% - apply.

Questions – Comments?

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