A close-up of a logo

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**Job Description Evaluation Assignment**  
For support with implementation, contact us at [cdc@wcupa.edu](mailto:cdc@wcupa.edu) or 610-436-2501

This assignment allows students to practice navigating online search tools to find and evaluate a job position's alignment with personal goals and qualifications. Assignments are designed to be both plug-and-play and customizable, so they can be used as is, or modified to work for you and your students.

**Learning Outcomes [NACE Career Competencies]**

1. Students will demonstrate the ability to navigate online search platforms (i.e. Handshake). [Career and Self Development; Technology]
2. Students will critically analyze job postings and judge them as fit for their current job search goals. [Professionalism]
3. Students can interpret employer expectations of qualifications and compare them to personal experiences and skills. [Critical Thinking]

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**Job Description Evaluation Assignment**

**Assignment Overview**

Utilizing Handshake, you will be navigating the job and internship search tool to find two positions of interest. Based on the job description and additional research you will evaluate the positions fit for your career goals and qualifications.

***Part 1: Identify 2 positions***

* Utilizing your Handshake account (wcupa.joinhandshake.com), navigate to the ‘Jobs’ tab
* In the ‘Search jobs’ bar enter keywords, position titles, or industries related to career goals.
  + If you are unsure of keywords to use, start by typing your major into the search bar
* Select 2 positions that interest you. Tip: select the ‘Save’ button on the posting so you can easily navigate back to it when needed.
  + You may select job and/or internship postings

**Part 2: Complete the Job Evaluation Worksheet**

* Utilize the information provided through the posting to complete the worksheet. It is also recommended to utilize the organization's website for further research.
  + Organizations often have ‘About Us’ or ‘Human Resources’ pages that are good tools for information gathering.
* In your analysis, you will compare job requirements to personal skills and experiences. Be sure to consider all types of skills employers may be looking for:
  + Knowledge-based skills: knowledge of specific subject matter, procedures, and information
  + Technical skills: think of software, technology, or equipment that is important to know how to use
  + Transferable/professional skills: general skills needed to work in various environments (teamwork, communication, goal-oriented, adaptable, hard-working, etc.)
* REMINDER: You must complete the entire worksheet twice (once for each position you identify)

**Additional Resources for Completing the Assignment**

* [Getting started on Handshake](https://support.joinhandshake.com/hc/en-us/articles/218693368-Getting-Started-with-Handshake)

**Job Evaluation Worksheet**

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company/Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What aspects of the job description immediately intrigued you? (i.e., are there duties that you are excited about? Are there things that you did not expect? Things that concern you?).   
   List 3 specific items:
2. What is the employer's mission, vision or values? What values do they hold that you appreciate? Do they fit your description of the type of employer you’d want to work for?
3. Skills & Experience Comparison

Review the description and list a skill in column 1. If you have the skill – rank your skill level from 1(low) to 5 (high). If you do not have that skill, place a checkmark in column 3.

List an experience or education requirement (years of experience, degree, certification, etc.) in column 1and place a checkmark in the appropriate column.

|  |  |  |
| --- | --- | --- |
| **Required or Preferred Skills (from job description)** | **Have Skill + Rate Level (1-5)** | **I do not have skill** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Required or Preferred Experiences/Education** | **I have** | **I do not have** |
|  |  |  |
|  |  |  |

1. Was it easy or difficult to find the information for each prompt? How did your experience researching this information shape your opinion of the job or company?

**Job Description Evaluation Grading Rubric**

*\_\_\_ Student identified and evaluated 2 companies and thoroughly answered each prompt (5 points)*

*\_\_\_ Student identified and evaluated 2 companies but lacked detail in responses or missed some prompts (4 points)*

*\_\_\_ Student identified and evaluated 1 company and thoroughly answered each prompt (3 points)*

*\_\_\_ Student researched 1 company and lacked detail in responses or missed some prompts (1 points)*

*\_\_\_ Student did not complete the assignment (0 points)*