

Job Posting Analysis | Beyond OSU: Concept

Assignment Overview:

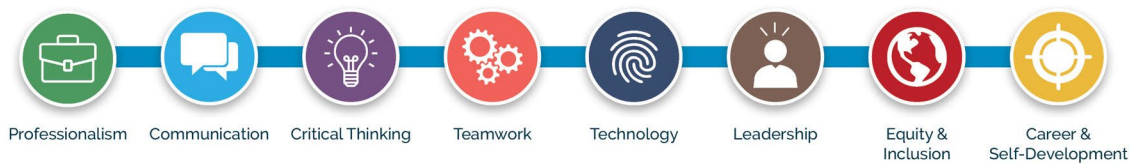
In this assignment, students choose three potential job postings of interest, complete an analysis on each one, then address if each job fits their needs and expectations on their career path.

Learning Outcomes:

1. Research potential jobs and search techniques online.
2. Analyze elements of a job description and formulate transferrable skills.

Beyond OSU: This assignment falls under the **Beyond OSU I (Prepare) learning outcome #1: Illustrate how OSU and related experiences connect to career readiness & advancement skills (NACE competencies).**

NACE Competencies: **Skills developed completing this assignment:**
Professionalism, Critical Thinking, Technology, Career & Self-Development



Student Worksheet:

Step 1: **Search for job postings** by using a job search engine (Handshake, Indeed, Glassdoor, LinkedIn) or going directly to an employer's website. Spend some time finding the right fit for your career path. List 6 jobs of interest below, then choose your top three to do more research.

Step 2: Analyze your top three positions and break down the important parts of each job description.

Step 3: **Turn in your worksheets.** Following instructor notes, complete the included reflection and submit.

Student Worksheet:

Job #1:

Location and mode (remote/hybrid/etc.)

What are the **skills and qualifications** (including transferable skills) listed on the job posting that align with your resume?

What skills and qualifications do you still need to build before you could apply to this job?

Look up phrases from the employer's vision, mission, values, and purpose statement that resonate for you.
Often, this is found in the "About Us" section of the employer's website.

What **values** do they hold that you appreciate?

Do they fit your description of **the type of employer** you'd want to work for?

Was it **difficult** to find this information, and if so, how do you feel about that?

Salary: Is the salary listed, does it match your needs and expectations?

What other benefits does this employer offer?

Networks: Using [OSUConnections](#), [LinkedIn](#), and the company's website, how many alumni did you find who worked there?

Consider connecting with those people to gain some insight for the future!

On a scale of **1-10** (10 being best) how would you rate this job description?

The employer overall?

Student Worksheet:

Job #2:

Location and mode (remote/hybrid/etc.)

What are the **skills and qualifications** (including transferable skills) listed on the job posting that align with your resume?

What skills and qualifications do you still need to build before you could apply to this job?

Look up phrases from the employer's vision, mission, values, and purpose statement that resonate for you.
Often, this is found in the "About Us" section of the employer's website.

What **values** do they hold that you appreciate?

Do they fit your description of **the type of employer** you'd want to work for?

Was it **difficult** to find this information, and if so, how do you feel about that?

Salary: Is the salary listed, does it match your needs and expectations?

What other benefits does this employer offer?

Networks: Using [OSUConnections](#), [LinkedIn](#), and the company's website, how many alumni did you find who worked there?

Consider connecting with those people to gain some insight for the future!

On a scale of **1-10** (10 being best) how would you rate this job description?

The employer overall?

Student Worksheet:

Job #3:

Location and mode (remote/hybrid/etc.)

What are the **skills and qualifications** (including transferable skills) listed on the job posting that align with your resume?

What skills and qualifications do you still need to build before you could apply to this job?

Look up phrases from the employer's vision, mission, values, and purpose statement that resonate for you.
Often, this is found in the "About Us" section of the employer's website.

What **values** do they hold that you appreciate?

Do they fit your description of **the type of employer** you'd want to work for?

Was it **difficult** to find this information, and if so, how do you feel about that?

Salary: Is the salary listed, does it match your needs and expectations?

What other benefits does this employer offer?

Networks: Using [OSUConnections](#), [LinkedIn](#), and the company's website, how many alumni did you find who worked there?

Consider connecting with those people to gain some insight for the future!

On a scale of **1-10** (10 being best) how would you rate this job description?

The employer overall?

Student Worksheet:

Reflection

Following this assignment, write a short **1-page reflection** below that addresses the following questions:

Based on what you learned in this assignment, how prepared do you feel to research jobs in the future? Why? There's no right or wrong answer. Would you apply to any of these jobs? Why or why not? If not, why were they not the right fit? If you would apply, what would you need to do to be more qualified? (Look back at your worksheet for the degrees, skills, and qualifications the job asked for that you are still working to build.)

Notes for Instructors:

Please adjust this assignment as needed to fit your schedule, point system and course outcomes. While this job analysis assignment is designed intentionally at this length, we know that career development is not a one-size fits all process. Be mindful of your audience and their specific needs and timeline. Please add specific industry elements or questions to make this more engaging for your class.

Suggestions for this assignment:

Length: The reflection for this assignment could be removed or the overall assignment could be shortened if it's too long or changed to reflect your course goals. While there are three jobs listed in the assignment, you can assign more or less depending on your objectives. Coach students through any industry expectations and best outlines for examining jobs in their field (what should they be looking for, normal benefits, industry standards).

Assessment & Submission: Please assess this assignment in line with other work in your course, and direct students on how you would like them submitted (printed and turned in during class or filled out electronically and submitted via Canvas, etc.).

Additional Resources: Please consider using the robust online resources the [Career Development Center](#) offers you and your students. For more information on using the Career Development Center's tools, events and workshops in your classroom, please [visit our website](#).



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