



Job Posting Assessment Worksheet

Use this worksheet to analyze job postings and determine if you want to apply for the role.

Position name.	
Where and when posted?	
What do I like about this position?	
Why do I feel like I can do this job?	
Who is the company and what do I know about them?	
Who do I know at this company? (And can I contact them?)	1
	2
	3
Which of my past jobs are best aligned to this posting?	1
	2
	3
What skills do I need to highlight when applying for this role?	1
	2
	3
Which achievements should I highlight when interviewing for this role?	1
	2
	3
Do I really want to do this job at this company?	
Will I apply for this job?	