

FIELD AND INDUSTRY RESEARCH EXERCISE

1. Collect 3-5 job postings that interest you; if you have interests in more than one type of field/position, collect 2-3 postings per area
2. Highlight or circle the desired skills, knowledge, and experiences listed in each job posting; you will find these in both the description of the job as well as the “preferred qualifications” section
3. In the first column below, list the skills, knowledge, and experiences you highlighted in the job postings
4. In the second column, list the skills, knowledge, experiences, and keywords that show up in all or several of the listings.
5. In the third column, record the skills and experiences that you have; revisit the list you created from Skills and Accomplishments exercise
6. Going back to the second column, circle any skills, knowledge, and experiences that you have listed in the third column
7. Finally, in the fourth column, identify any gaps of skills, knowledge and experiences – what is not circled in the second column?

CAREER AREA/FIELD: _____

DESIRED SKILLS, KNOWLEDGE, AND EXPERIENCES FROM POSTINGS <i>Record the skills, knowledge, and experiences that are highlighted in your collection of job postings.</i>	REPEATED SKILLS, KNOWLEDGE, AND EXPERIENCES <i>List only the skills, knowledge, experiences, and keywords that are repeated among all or several of the postings.</i>	MY SKILLS AND EXPERIENCES <i>Revisit the list you made from the Skills and Accomplishments exercise and record that here.</i>	GAP ANALYSIS <i>What skills and experiences do you not have yet and would like to gain?</i>

CAREER AREA/FIELD: _____

DESIRED SKILLS, KNOWLEDGE, AND EXPERIENCES FROM POSTINGS <i>Record the skills, knowledge, and experiences that are highlighted in your collection of job postings.</i>	REPEATED SKILLS, KNOWLEDGE, AND EXPERIENCES AMONG POSTINGS <i>List only the skills, knowledge, experiences, and keywords that are repeated among all or several of the postings.</i>	MY SKILLS AND EXPERIENCES <i>Revisit the list you made from the Skills and Accomplishments exercise and record that here.</i>	GAP ANALYSIS <i>What skills and experiences do you not have yet and would like to gain?</i>