Job Description Analysis

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Hidden Clues of a Job Description

A job description does more than describe a job…. It gives you insight into many other considerations in your job search!
Hidden Clues of a Job Description

A job description helps you:

1. Develop a deeper understanding of the position
   - Company description
   - Duties/responsibilities
   - Skills/qualifications desired
   - Salary range (sometimes provided)
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A job description helps you:

2. Decide to apply – or not
   - Do you match their desired criteria?
   - Is the job in line with your career goals?
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A job description helps you:

3. Compose targeted cover letters and resumes
   - Identify desired skill areas and work experience
   - Showcase these skill areas and experience throughout your communication to the company
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A job description helps you:

4. Prepare for interviews
   – Identify desired skill areas and work experience
   – Uncover and identify potential interview questions:
     • Technical skills
     • Soft skills (teamwork, communications…)
     • Scope of job/type of responsibilities
     • Corporate culture
Let’s Try It…

• General Mills Finance Job Description

• General Mills Marketing Promotion Job Description