

Assessing Job Fit: To Apply or Not to Apply?

Critical question → What is it about me that would make me stand out, as compared to other candidates for this position? In other words, **why should they hire me and not someone else?** (consider responses to questions below)

First ask: What do I know about this position? Then find out as much as you can.

- The purpose of the job... why the job exists; the “difference” that this job makes?
- The “problems” that need to be solved in this position by someone like me
- The work itself; the tasks and duties involved – which tasks/duties are essential?
- The basic qualifications for the position (these are “essential must-haves”)
- The preferred qualifications for the position
- The skills and competencies needed to do it well
- The company, department and/or hiring manager
- The culture and environment of the new company or department
- The job level and pay structure (wage/pay rate, incentives, etc.)

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1. Is the position a promotion? If so, how many levels? Is it a feasible jump?
 2. What problems, tasks or duties related to this position are ones that I like to solve or do?
 3. What is it about this particular position that excites me?
 4. What concerns me about this position?
 5. Do I meet ALL of the basic qualifications?
 6. Which of the preferred qualifications for this position do I meet?
 7. Which of my skills match up with those needed for this position? What stories could I tell to back it up?
 8. Which of my other qualifications match up with those needed for this position? Any stories to tell?
 9. Which of my experience, background or qualifications sets me up for success in this position?
 10. Which of my personal characteristics, traits, qualities, deficiencies, reputation, etc., might prevent me from being successful in this position?
 11. In what ways will I make a positive contribution to the organization or department I would be joining?
 12. How does this position fit with my mid- to long-term career goals?
 13. If I were to get this position, would the pay & benefits allow me to at least meet my basic financial wants and needs?
 14. How long could I envision staying in this position?
 15. How good of a match am I for this position, and vice versa? (circle one below)

Would the hiring manager agree?

POOR MATCH

MODERATE MATCH

GREAT MATCH

16. Describe how this position, department and new co-workers would be a great fit for ME.
17. **Based on my responses above, describe how I would be a great fit for this position, department and my new co-workers from the hiring manager’s viewpoint.**

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