

# JOB POSITION ANALYSIS

Every question here will move you closer to greater clarity on the job position you are interested in.

Select a job position and list down everything you know about it and support with references.



## ABOUT THE POSITION



### 1. What is the position and the name of the hiring organisation?

- List the URL or source.



### 2. Are there other related job titles?

- List at least 3 other positions that share 50% – 70% of the tasks/description.



### 3. What is the salary/ remuneration range of the position?



### 4. What is the career pathway/progression of the position?



### 5. Is there anyone in your network who knows about the position?

- Anyone who is able to refer/advise you regarding the position?



## 6. What do I need to be successful in the position?

- State your value proposition and unique selling points clearly.



### ABOUT THE ORGANISATION

## 7. What is the working environment like for the position?

- Describe the workplace: e.g. office environment, retail shops, server rooms.



## 8. What are the machines, software or technology used in the position?

- E.g. Content designer uses Adobe Illustrator, HR specialist uses SAP Modules, landscape technician uses lawnmowers.



## 9. What are the working hours for the position?

- E.g. Shift patterns, rotational, hourly basis.

“Don't be afraid to start over. It's a brand new opportunity to rebuild what you truly want.”

— Unknown



ABOUT THE INDUSTRY

**10. Are there other organisations with the same position?**



**11. What other industries/sectors can the position be found in?**

- You may provide more than 1.



**12. How did the industry/sector of the position fare over the past 3 – 5 years?**

- What does it mean to the position you are considering?



**13. What is the employment outlook for the industry/sector?**

- What does it mean to the occupation you are considering?

ABOUT THE SKILLS AND PERSONALITY NEEDED



**14. What is/are the educational level/qualifications required for the position?**



**15. Are there any professional accreditations or certifications for the position?**

- E.g. Chartered Accountant (CA) by ISCA, MCSE by Microsoft or CEI by MOM.



**16. What are some transferrable skills you possess that are applicable to the position?**

- Indicate at least 3.



**17. What personality profile is suitable for the position?**

- Please refer to the Personality Profiling Tools (DISC, MBTI, RIASEC) as discussed.



**18. Would you consider unpaid/pro bono or voluntary work for exposure to demonstrate your capabilities and to gain experience?**

- If yes, identify potential platforms and opportunities.
- If no, why?