



Job Requirements Worksheet

For each job along your career path, review the job description and fill in the worksheet below to identify what you have and what you need to meet the necessary knowledge, skills, experience, and education. Focus mostly on your next desired job. You might find value in analyzing future jobs, however, as the exercise could influence your long-term goals. For example, if a job to which you aspire requires a particular master’s degree, you should consider now whether you want to pursue that master’s degree. If you are unclear about anything in the job description(s), ask your local HR manager for guidance. You might also find value in doing an informational interview with a current jobholder.

Future Job: _____ How Many Steps From Current Job: _____

Required (from Job Description)

Knowledge	Have	Need
Skills	Have	Need
Experience	Have	Need
Education	Have	Need