# MAKING SENSE OF A JOB POSTING

## THE EXAMPLE JOB POSTING

### PURPOSE

The Faculty of Liberal Arts and Professional Studies is the largest Faculty at York University and it is committed to providing our students with diverse experiential education, and a supportive community…

### REQUIRED SKILLS

Here are the skills required for the job:
- Successful completion of a University degree and minimum 2 years of recent experience in human resources recruitment, career development or in a career center
- Proficiency in presentation, facilitation, and public speaking
- Strong attention to detail and problem-solving skills
- Ability to cultivate, build and maintain strong relationships
- Manage conflicting demands, and work well under pressure
- Candidate is required to produce verification of degree and/or credentials at the interview
- Certified Coach credential is preferred

### JOB TASKS

On the job, you will be expected to:
- Support LA&PS students in their career exploration and preparation by coaching students on job search skills, developing job leads, providing service delivery to students through informational workshops, one-on-one sessions, networking events and webinars.

### EMPLOYMENT EQUITY

The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities, aboriginal persons and persons of any gender identity and sexual orientation…

## WHAT YOU NEED TO KNOW

### The PURPOSE is a…

- Marketing strategy used to sell the company brand
- Brief description of:
  - Company culture
  - Mission statement and values
  - Size of the company
  - Company perks to attract candidates

### For employers, SKILLS are…

For employers, SKILLS are…
- Referred to as KSAOs, this stands for:
  - KNOWLEDGE
    - The body of theoretical information that can be applied to perform the job. Employers ask the question: what do you need to know to perform the job or what knowledge are they drawing on to produce the work?
  - SKILLS
    - Skills are proficiencies which are learned through practical experience. Employers ask the question: what skills do you need to apply your knowledge?
  - ABILITIES
    - Abilities demonstrate the extent to which you can apply different knowledge and skills to complete tasks.
  - OTHER CHARACTERISTICS
    - Refers to the candidate’s interests, personality types, attitudes and proof of certifications which are beneficial to performance on the job

### Use JOB TASKS to determine…

Use JOB TASKS to determine…
- What is produced? What type of tasks will the employee be doing on the job?
- Information on the expected output of the work performed is derived from subject matter experts
- For example, for the task on the left, the required outputs are…
  - Generating effective student workshops, information sessions, and one-on-one sessions
  - Hosting networking events and webinars

### EMPLOYMENT EQUITY statements are…

EMPLOYMENT EQUITY statements are…
- Used to convey the organization’s commitment to diversity and inclusion
- Included to keep employers accountable regarding implementing policies and accommodations so that persons from designated groups receive equal representation in the Canadian workforce