

**DUTY AND SKILLS ANALYSIS WORKSHEET**

1. Write the title of your job goal. Space is provided on the reverse side for a second job goal.
2. List the major duties involved in performing your job goal. Rate the duties by how much you would enjoy doing them, with 1 as thoroughly enjoy, 2 as somewhat enjoy, and 3 as would not enjoy.
3. List the skills required to perform the job, and place a check next to the required skills you currently possess.
4. What do the results suggest in terms of how much enjoyment you would receive from your target job and how many of the required skills you possess that you would be able to describe during an interview?

**JOB GOAL TITLE:** \_\_\_\_\_

<b>DUTY</b>	<b>1, 2, 3</b>
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
<b>REQUIRED SKILLS</b>	<b>✓</b>
1)	
2)	
3)	
4)	
5)	
6)	

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7)	
8)	
9)	
10)	

**Duty and Skills Analysis Worksheet**

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