

## Job Criteria Match Template

### How To Use This Document

As described in our Career Transition support guides, the most important decision is whether to apply for any specific role you might have identified. Getting this right is key to making best use of your time and efforts and therefore taking a methodical and considered approach to this decision is critical.

When organisations develop job descriptions or role profiles as well as the job advert they do so for a reason. This is to allow you to identify whether you might fit their requirements and expectations and make a self-selection decision as to whether to apply.

In making an informed decision the simplest approach is to take each aspect of the role profile/job advert (e.g. job requirements, relevant skills and experience, personal characteristics) and work through these in detail to identify where your profile matches, and importantly doesn't match, the criteria.

The template below has been developed to support you in doing so in a structured and methodical way and includes additional columns for you to record relevant experience/evidence to assist you in any future application you might produce or in tailoring your CV. It is recommended that this template is used for each role you consider applying for.

CRITERION	DO YOU MEET THIS (Y/N)	EXPERIENCE/ QUALIFICATION

In using this template, unfortunately there is no hard or fast rule as to how many of the criteria you need to match or not to decide whether to apply for the role or not. One useful consideration is whether or not the organisation has presented 'essential' and 'desirable' criteria within a role profile. Where they have then as a general rule, the employer is looking for an applicant to at least have met the essential criteria.

The best advice is to make an honest assessment of how well you meet the various criteria relevant to the role, evaluate how important or not these are (e.g. how presented/referenced), and where you don't meet these, consider why not and how far away you are from meeting them. It will always be a personal judgement call at the end of this process but adding some structure to this may save you wasted time and effort in the long run.