**HANDSHAKE JOB EXPLORATION ASSIGNMENT**

# of total points

**Assignment learning goals:**

1. Students will demonstrate ability to navigate Handshake’s job search resources.
2. Students will learn how to construct an effective search for employment opportunities.
3. Students will be able to critically analyze job postings and judge validity and fit for their current job search goals.
4. Students will complete job analysis for positions in Handshake and compare positions to their experiences, skills, and qualifications.

Using provided resources as a guide, students will utilize Handshake to explore jobs, internships, and/or co-op opportunities.

**Resources for student use:**

* Job Analysis Worksheet (pdf)

**Additional resources for student use:**

* Job Search Handbook (pdf)
  + Accessed from the [Career Development Center’s Website](https://mankato.mnsu.edu/university-life/career-development-center/job-search-handbook/): <http://link.mnsu.jobsearchhandbook>
  + Stop by the Career Development Center 209 Wigley Administration (second floor) for a hardcopy.
* Handshake Help Center (<https://link.mnsu.edu/mavjobshelpcenter>)
  + [Video: search for, save, and apply to jobs in Handshake](o%09https:/support.joinhandshake.com/hc/en-us/articles/219426877-Video-Search-for-Save-and-Apply-to-Jobs-in-Handshake)

**Essay Prompts:**

1. How do your work experiences, skills, education, and other involvements match the job description required or preferred qualifications? What does not match? What are some ways that you can gain the skills or experience that you do not currently have?
2. What aspects of the job description surprise or concern you? (i.e., are there duties or required skills that you are excited about? Are there things that you did not expect or made you uncomfortable?)
3. How well do these positions align with your wants and needs (part three of Job Analysis form)?
4. Of all the positions you analyzed, which is the most interesting to you? Why? Did you consider the company’s products, services, and/or market niche; the content of the work and what skills you will use and what skills and knowledge that you could gain; other societal factors like commitment to diversity, sustainability, work-life-balance?

**NOTES:**

You can also tailor this assignment to analyze multiple online job search sites (i.e., Indeed, Glassdoor, Monster).

1. Which job search sites did you choose to analyze and why?
2. What about each site did you like the most or least? Why?
3. When searching for jobs across multiple platforms and sites, what differences did you see in your search results?