



Easy Checklist to Understand a Job Desc. (JD)



1. Check the Job Title

- Does the job make sense to you?
- Does it match the kind of work you've done or want to do?



2. Read the Responsibilities Carefully

- What will you be expected to do?
- Have you done something similar before?



3. Match Your Skills and Qualifications

- Do you have the education or skills they are asking for?
- Do you have any related experience you can talk about?



4. Check Location and Work Type

- Is it a field job, office job, or mixed?
- Are you comfortable with the location and working hours?



5. Learn About the Organization

- Does the JD mention the name of the organization or project?
- Do you like the kind of work they do?



7. Get Ready for Your Resume

- Can you reflect some words from the JD in your CV or answers?
- Can you prepare one strong example from your experience that matches the JD.



How to Use a JD Before an Interview

(Quick Steps)

Step	What to Do	Why It Matters
1	Read the JD 2-3 times	Helps you understand the role better
2	Highlight the key words	These help shape your CV/ answers
3	Match your experience	Think of stories/ examples from your past work
4	Prepare 2-3 questions	Shows you're curious and engaged
5	Practice your intro	Link it to what the JD is asking for

Job Description Checklist

- ☐ What are the main responsibilities?
- ☐ What qualifications are needed?
- ☐ What skills are they looking for?
- ☐ Where is the job located?
- ☐ Is this full-time or part-time?
- ☐ Does it describe the salary or benefits?