

## Target Position Self-Assessment Tool

Position Title:	
Evaluating Your Target Position	Your Notes & Comments
1. Is the <b>title similar</b> or a natural progression from your current or a previous position? If not, is the position functionally comparable?	
2. Do you have the <b>exact type of functional experience they ask for</b> ?	
3. Do you have the <b>required number of years of experience in that area</b> ?	
4. What is the <b>industry</b> , and do you have any industry experience?	
5. Do you have comparable experience with most of the line items under <b>responsibilities</b> ?	
6. Do you have the <b>required degree</b> or alternative they mention?	
7. Do you meet all other <b>mandatory requirements/qualifications</b> ? Which, if any, do you not meet?	
8. How many of the <b>preferred requirements</b> do you have?	
9. Do you have the <b>level of security clearance</b> required, if any?	
10. If a Federal SES position, do you have the <b>required PTQs and ECQs</b> ?	
11. If a Federal position, do you have 12 months' experience at the next lower grade doing all of what they mention under Qualifications?	
12. If a Federal position can you write a CCAR for the keywords in <b>Qualifications</b> and <b>Specialized</b> experience?	
13. Upon review of your answers, do you feel you can rank among the top <b>20%</b> of the candidates applying?	