Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Profile Form**

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| **Job title, position**  |  | **Suggested Activity/Steps** |
|  |
| **Brief Description**  |  | **Suggested Activity/Steps** |
|  |
| **Details** | Salary: hourly\_\_\_ weekly\_\_\_ monthly \_\_\_ PT□ FT □ Hours \_\_\_\_\_\_ Benefits □ Yes □ No | **Suggested Activity/Steps** |
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| --- | --- | --- |
| **Job required skills/abilities** | **My matching skills/abilities**  | **Suggested Activity/Steps** |
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| **Job required experience**  | **My experience**  | **Suggested Activity/Steps** |
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| --- | --- | --- |
| **Job required education/training/certifications** | **My current education/training/certification**  | **Suggested Plan**  |
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| **Job required tools and technology knowledge**  | **My required tools and technology knowledge** | **Suggested Plan** |
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| --- | --- |
| **My favorite work activity, I am best at..** | **Suggested Plan** |
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| --- | --- |
| **My perceived roadblocks:**   | **Suggested Response**  |
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