

Job Description

A good job description is vital to the whole recruitment process and preparing one helps clarify exactly what you want someone to do and why. It will also be invaluable when you come to prepare a job advertisement, draw up a short list of candidates and finally select the successful applicant. If you already have a job description it is important to check it carefully making sure it is both accurate and up to date.

A job description is an outline of the main duties and responsibilities of the post and should include the following:

- The job title
- The pay
- The hours of work
- The purpose of the job
- What the job holder will have to do – various duties
- Who the job holder will report to
- Supervisory responsibilities, if any
- Any extra requirements/duties they would be expected to undertake

Checklist- When you have completed the Person Specification & Job Description:

- Is the language clear and free of jargon?
- Does it cover all aspects of the job role?
- Does it take account of all aspects of Equal Opportunities?

Tip!

Avoid over-specifying qualifications do you need a level 2 or level 3 qualified person to meet the National Standards. If not, you may exclude people willing to train, those currently training towards or people who maybe considering a career change.