

Person Specification

A person specification profiles the personal skills, experience and characteristics of the ideal candidate for the post. Writing a person specification and using it at the short listing and interview stage makes it easier for a decision based on fact rather than feelings.

The 4 areas below may help guide you in developing a person specification:

- 1. Attainments:** - education, training and qualifications, both essential and desirable
- 2. Experience and achievements:** - whether paid or unpaid
- 3. Special skills:** - refer to job description e.g. IT, languages, first aid, administration
- 4. Personality and characteristics:** - e.g. good team member, calm under pressure

Within the person specification you will need to establish what essential requirements (qualifications, qualities, characteristics and experience) an applicant will need to possess to carry out the job effectively. You should also include any additional/desirable qualities you are looking for where the ideal candidate may have extra skills that could enhance the job performance.

Tip!

Don't specify things that are not necessary to the job role, this is especially important as it may prevent some people applying who may be suitable.