

Person Specifications

If you are recruiting for a role, it is important to create a person specification. It will help you in all aspects of the recruitment process from writing the advert, determining what interview questions should be asked, what psychometric assessments should be undertaken and making the final selection choice.

Where the job description is a written description of the duties, types of duties and the conditions under which it should be performed; the person specification details the qualifications, experience and personal qualities required of a suitable job holder. They tend to include the knowledge, competencies, physical and personal qualities required to do the job.

Knowledge may include educational or trade qualifications or other job related knowledge learnt through formal or informal training and past job experience i.e. use of particular systems or programs

Skills may include skills needed to perform the job, specialised training and manual agility, language proficiency, typing skills

Physical skills may need to be highlighted as they provide an idea of the physical requirements necessary to do the job i.e. walking, lifting or standing

Personal may refer to presentation expectations or personality characteristics which are necessary to do the job i.e. empathy, conscientiousness

Competencies may include the ability to demonstrate attention to detail, networking or strategic thinking.

Person specifications need to be specific. To state that 'computer skills are needed' is not sufficient, it may be more appropriate to say 'Demonstrated advanced proficiency using the Microsoft Office Suite (Word, PowerPoint and Excel)

Person Specification

Receptionist

February 2010

Company: ABC Builders

Essential Job Experience

- Previous experience in a frontline or customer service position

Essential Job Skills

- Ability to form a good impression when welcoming visitors in person or on the telephone
- Ability to perform administrative functions accurately and to deadlines

Technical Skills

- Microsoft Word – Intermediate knowledge
- Microsoft Excel – Intermediate knowledge
- Typing speed of 60-70wpm

Education/Qualifications

- N/A

Personal Behaviours and Competencies

- Proactive and uses initiatives
- Demonstrates self motivation and drive
- High attention to detail
- Effective at prioritising and managing workload
- Friendly, outgoing