

# Recruitment with Success Profiles: Writing Job Descriptions and Person Specifications

Recruitment isn't just about filling a vacancy. It's about staffing a team or department with the skills and expertise it needs to achieve its goals. This requires a comprehensive understanding of the essential tasks that a job comprises and the personal characteristics required to perform them successfully.

Securing the right person with the right skills for the right role is vital for any organisation. When there is a good fit between a person and their role, that person is likely to learn quickly and be more engaged and productive. The opposite can also be true though, meaning that a poor recruitment decision can have a significantly detrimental impact on colleagues and customers as well as the new recruit. Taking the time to develop a good job description and person specification can make all the difference in terms of finding the right or wrong person for a job.

## Description

Job analysis is a vitally important part of every successful recruitment process. Done properly – in a fair, effective, consistent and transparent manner – it's the first step towards crafting a job description and person specification that clearly define the required skills and expertise for a specific role. Done poorly, it can lead to the wrong person being recruited or the process being deemed unfair.

This course is designed for anyone taking on recruitment responsibilities who is involved in the process of defining a job role. It explores the opening stages of the recruitment process, from undertaking an evidence-led job analysis through to create a compelling job description. You will need to complete the digital courses 'Recruitment with Success Profiles: Getting It Right' and 'Recruitment with Success Profiles: Introduction to Success Profiles' before you can commence this course.

## What does it involve?

The course begins with a short document, outlining all the information you need to define a job's requirements and the characteristics and attributes required of a successful applicant. In the subsequent half-day workshop, you'll explore the relationship between a job

description and a person specification, as well as considering the various skills, abilities and characteristics a candidate may need.

Working from a realistic Civil Service case study, you'll explore where and how you can find information and evidence so you can identify the key tasks and characteristics that define the role. From this, you'll be able to practise creating a job description and person specification that will attract the best candidates to the role.

## What's the outcome?

Having completed this course, you'll be able to explain the difference between a job description and a person specification and the importance of the latter in securing the right person for the job. Aware of the different methods available to you and where to find helpful information and data, you'll be able to perform a job analysis to identify the main tasks a job requires and to use this to develop a job description. You'll then be able to use this to identify the individual characteristics required to perform the job well, helping you to write the person specification.

## Learning activities



Introductory  
document





Workshop



Reflective  
activities

## Delivery method:

F2F 

VLE 

## Estimated learning time:

7 hours 25 minutes

## How to book

[bookings.governmentcampus.co.uk](https://bookings.governmentcampus.co.uk)

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