

Person Specification Template

Developing a person specification when recruiting will support the Job Description and help with selecting applicants.

The person specification should be a criteria for the knowledge, skills, qualification and experience someone needs to be able to fulfil a role. The spec can be divided into essential and desirable criteria.

When developing the person spec, it helps to look at the duties and responsibilities of the job description and decide knowledge, skills, experience and attitude which may be required or relevant.

This template can be downloaded and edited to make specific for your business.

Person Specification

	Essential <i>(Essential attributes required for candidate to be considered)</i>	Desirable <i>(Desirable attributes can be trained or developed)</i>
Knowledge and Skills <i>(What they know and what they can do)</i>		
Qualifications		

Experience <i>(What they have done)</i>		
Attitude <i>(Way of thinking and acting)</i>		