



Tips for putting together a job specification

If you need to recruit a great place to start the hiring process is by putting together a job specification.

The job specification should list the responsibilities the job holder will have as well as the skills required.

Our clients often compile these collaboratively and it can really help you to decide the type of person you need and the skills and experience you want them to bring.

Job title

Make sure the job title is specific and gives a good initial indication of the responsibilities of the role and the seniority.

Job summary

Begin with a succinct opening paragraph that gives a good top-line introduction of the role. Think of it as a summary of everything you need this person to bring to your team.

Key responsibilities:

This is usually a bullet-point list of the specific responsibilities this person will take on. Try and keep it concise and focus on the most important aspects of the role.

Key skills and experience

This is the section where you outline the educational and/or professional background that is required to successfully undertake the role.

Be realistic

With both the key responsibilities and the key skills and experience sections, try and be realistic. It can sometimes be tempting to turn the job specification into a wish list of all the amazing skills you would ideally like someone to bring to the role, but you do not want to risk putting potential candidates off by producing an unrealistic list of requirements – focus on what is really important.

If possible, inject some personality

Job specifications do not have to be dry lists of skills, qualifications and tasks. If possible, try and write the job specification in a style that conveys your company culture. Remember this is a selling document too – make your role and your company sound interesting. Consider adding a section detailing company benefits and why a candidate should choose to work with you!

If you need any help or advice in putting together job specifications, here at Platinum we are always happy to help.