

Writing Job Specifications

One of the most important tools when looking to recruit staff is the job description. Preparing detailed job specs will give you the opportunity to focus exactly on what skills and experience you need and assist your Consultant in finding the most suitable applicants for you.

Having vague job descriptions can lead to a lot of your time wasted sifting through inappropriate applications, getting the job description stage right can make a huge impact on saving time and money in the recruitment process.

Job Specifications can have a very simple format, GIM's Job Description template is below:

Overview

- > Job Title
- > Department
- > Location
- > Salary range
- > Start date
- > Size of team
- > Reason for the vacancy
- > Responsibilities

Day to day responsibilities

- > Staff managing
- > Who reporting to
- > Person

Qualifications

- > Experience
- > Skills
- > Personality
- > Team fit
- > Recruitment Process

Stages of interview

- > Who interviewing
- > Presentations/tests

Warning! A job description is generally regarded as a legal document. Any references to race, colour, religion, age, sex, national origin or nationality, or physical or mental disability is illegal.



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For more information see www.gimr.co.uk or call a consultant on 020 8877 3907