THE RECRUITMENT PROCESS

Job Specification

Main purpose of role?
Main duties / responsibilities?

a)

b)

c)

d)

etc

Special Requirements

Eg.

Travel

Unusual Hours

Person Specification

Qualifications / Experience / Skills required:
Qualifications and experience (assessable on paper at shortlisting):
a)

b)

Skills (assessable at interview):

c)

d)

etc

Special requirements

Eg.

Willing to travel
Driving licence

Willing to work non standard hours/ additional hours

Advert

Contains brief outline of role and criteria developed through person specification

Shortlist

What can be assessed on paper? (Usually experience and qualifications)

a)

b)

etc

Interview

What can be assessed at interview? (Explore skills, probe for full information)

c)

d)

etc
Documented on interview rating form