APPENDIX 2B – EMPLOYERS’ HANDBOOK *(Remove comments in red)*

**PERSON SPECIFICATION**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| Qualifications/Attainments |  |  |
| Relevant Experience |  |  |
| Skills and competencies  *e.g.*  *Communication Skills*  *Problem solving Skills*  *IT experience*  *Ability to work on own initiative etc.* |  |  |
| Circumstances\*  *Indicate if any special circumstances are attached to this post. (e.g. shifts, unusual hours, travel).* |  |  |

\*Should only be included if a justifiable requirement for the job.

**NB:** Drawn up by employer based on **essential** versus **desirable** requirements of the position as a result of a Job Description. Careful consideration should be given to the minimum skills etc required to perform the position’s tasks effectively.