

# Writing a Job Specification?

## Here's how to get it right



Recruitment Ltd  
IT, Sales & Support Staffing Specialists

Writing a job specification can be daunting, get it wrong and it could cost you in time and money.

**So here is a proven formula for you to follow:**

### Criteria

The criteria that you are looking for will depend on the nature of the job but it is important to define exactly what you really want from your ideal candidate **before** you start the short-listing process.

Before you start, you need to have two lists, the absolutely **essential** criteria and the **desirable** criteria. You should have approximately double the essential criteria than in the list of desirable. This way you will avoid being too narrow in your requirements and possibly missing out on the best candidate for the role.

### Qualities to check for

Some of the common qualities that you can check are as follows:

**Educational qualifications** — This can be college education and/or university education.

**Professional qualifications** — Only relevant for some roles and can include on the job training

**Professional experience** — How many years of relevant experience does the ideal candidate have?

**Evidence of competencies** — Is there any evidence from the CV that the applicant has some or all of the competencies you are looking for and here being flexible allows candidates who have gained experience through a different route to be considered.

To keep things fair it's a good idea to come up with a rating system and rank candidates according to each defined criteria. It is a good idea to set up a single spreadsheet to make things easier for you to keep track. Though this may sound a drawn out process, it does in fact allow you to see easily which candidates are racking up the most essential/desirable qualities.

Once the CV's have all been dealt with using the defined criteria you are then aiming towards your basic goal of short listing and are better able to exclude as many unsuitable candidates as quickly as possible.

### Top tips

- Be wary of short listing too harshly and only ending up with only one or two candidates to interview.
- Provided you have implemented a relevant and succinct advertisement and criteria for the post, you should always look to have at least three candidates for the final interview. This will make sure that if you lose your top candidate, you will always have another two or more who are also good choices inline with your criteria.

If you would like to receive a free job specification template then please email me at [angela@ahrecruitment.net](mailto:angela@ahrecruitment.net) or call me direct on **07584 161563**

**Angela Harraway – FIRP CertREC (Director)**