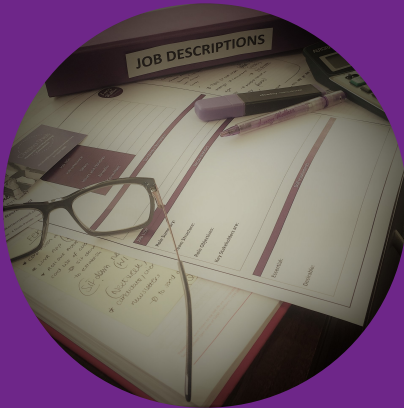


WHAT TO INCLUDE IN YOUR JOB DESCRIPTION



In our experience the job description should not only cover the obvious points such as experience and skill set, but it should also include a comprehensive person specification. This will ensure that suitably experienced candidates introduced to your company will also fit your company culture. This can be the difference from someone staying with you long term and proving to be a definite asset to your organisation, to someone staying a shorter time period.

8 THINGS TO INCLUDE IN YOUR JOB DESCRIPTION...

- 1 COMPANY INFORMATION AND HISTORY**
Give a general overview of your organisation, including the size, history and industry sector
- 2 DEPARTMENT OR TEAM INFORMATION**
Talk about the size of the team, who the role will report to and what the culture of the team/organisation is like
- 3 JOB TITLE**
Think very carefully about what the role should be based on perceptions of titles and what they mean. (We can advise on this area in more detail)
- 4 OUTLINE OF THE ROLE AND DAILY RESPONSIBILITIES**
Make the information user friendly, think about what this role will involve and list the key responsibilities/requirements
- 5 DESIRABLE REQUIREMENTS**
Think about the difference between essential and desirable requirements
- 6 CAREER PROGRESSION WITHIN THE COMPANY**
How will this role develop? Strong candidates will be keen to see the scope of the role
- 7 PERSONAL QUALITIES REQUIRED**
Think about the type of person/personality would be right for the team
- 8 THE PACKAGE: SALARY, HOURS, HOLIDAYS AND BENEFITS**
This needs to be clearly outlined in the job description, candidates like to have as much factual information as possible, especially in this area

