

Purpose of Job Specification

- ▶ Described on the basis of job description, job specification helps candidates analyze whether are eligible to apply for a particular job vacancy or not.
- ▶ It helps recruiting team of an organization understand what level of qualifications, qualities and set of characteristics should be present in a candidate to make him or her eligible for the job opening.
- ▶ Job Specification gives detailed information about any job including job responsibilities, desired technical and physical skills, conversational ability and much more.
- ▶ It helps in selecting the most appropriate candidate for a particular job



Hiring an applicant? See this to ensure success.



JOB SPECIFICATION

and its Components

JOB SPECIFICATION



Job specification describes the knowledge, skills, education, experience, and abilities we believe are required essential to performing a particular job.

COMPONENTS OF JOB SPECIFICATION

I. EXPERIENCE

Number of years of experience in the job you are seeking to fill. The number of years of work experience required for the selected candidate. Note whether the position requires progressively more complex and responsible experience, and supervisory or managerial experience.

II. EDUCATIONAL QUALIFICATION

Stated what degrees, trainings, or certifications are required for the position. This parameter gives an insight on how qualified a certain individual is.

III. REQUIRED SKILLS, KNOWLEDGE AND CHARACTERISTICS

State the skills, knowledge, and personal characteristics of individuals needed for the available position. Or, use the job analysis data to determine the attributes you need from your "ideal" candidate.

IV. HIGH-LEVEL OVERVIEW OF JOB REQUIREMENTS

Cite the key components and requirements of the job you are filling. It makes employees cut to the quick in terms of what is really needed for performing the job. It is useful for screening and selecting candidates as it describes the most important and significant characteristics you seek in your new employee.

"Job specification is a statement of minimum qualification that person must possess to perform a given job successfully"

**--- Stephen. P.
Robbins & Marry
Coutler**

