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.