

Difference Between Job Description and Job Specification

Two key documents, the job description and the job specification, are created using job analysis. The difference between a job description and a job specification is that a job description defines the basic requirements of work, while a job specification outlines the minimum credentials needed of a job holder to do a given job. A vital aspect of human resources management, these skills are necessary for every position within the company, from the lowest levels of production management to the most senior positions in marketing and public relations.

In a job description, you'll find the title of the position you're applying for as well as the duties, responsibilities, and functions you're expected to do. Job specification, on the other hand, focuses on the qualifications, skills, and abilities required to do the job effectively. Tabular discrepancies between job descriptions and specifications are presented in the article.

Different meanings of Job Description and Job Specification-

- A job description is a succinct written statement that outlines the primary responsibilities of a certain position.
- Job Specification is a declaration that outlines the minimum qualifications needed to do a certain job.

What they list out-

- Job Description lists out A job's title, responsibilities, tasks, and obligations.
- **Job Specification** lists out An employee's education, training, and experience.

What it is-

- Job Description explains what a candidate must do if he is accepted for the position.
- Job Specification states what an application must have to be chosen.

They prepared from-

- Job Description Assembled using data from a Job Analysis
- Job Specification Assembled using data from Job Description

They comprised of-

- Job Description comprised of The title, location, scope, income range, hours worked, duties, and power to make decisions all play a role in an employee's job satisfaction.
- Job Specification comprised of A person's academic and professional credentials as well as other variables such as their age, ability to do a task, and work ethic.

Definition of Job Description-

A job Description is a succinct, organized, and concise written statement comprising a list of all the fundamental requirements of the job, together with a synopsis of tasks and responsibilities to be fulfilled by the jobholder. First and foremost, it is the result of a Job Analysis. The definition is simple: it's a statement that sums up all the important details about a certain task.

A job description provides an accurate depiction of a position's activities and responsibilities. Accurate and authorized information is documented in this document. Major authorities, tasks, area of work, and mission and purpose are all included in this document. It's a succinct job description that includes all of the relevant information. Prerequisite criteria for a certain task are defined in this document.

The job description makes it simple to justify incentives and penalties for candidates who do not meet the job criteria. The job holder's training requirements may also be easily identified thanks to this system.

Definition of Job Specification-

Job Specification is a declaration that describes the minimal qualifications and attributes necessary for the execution of a certain job. Man Specification, Person Specification, Employee Specification, and Person Specification are all variations of this phrase.

Based on the job description, the Job Specification is created, which specifies the skills and attributes required for the position. It takes the job description and turns it into a list of the most important human skills and abilities required to do the job. With input from supervisors and HR managers, it is created.

As tough as it might appear to designate a demand as mandatory or desirable, writing job specifications is a time-consuming process. In any case, it's helpful to know how and why someone is selected and scrutinized.

Implementation of Job Specification and Job Description-

Human resource management uses a job description document to provide all relevant information about a certain position inside the company. This data aids in assessing a worker's job performance and identifying any training requirements.

The information included in the job specification document is used by interested parties to determine if they fulfill the exact requirements of a position while also assisting the hiring organization in conceptualizing the kind of individual they wish to hire.

Job Description and Specification Benefits-

One of the advantages of a job description paper is that it helps in the resolution of disagreements within an organization about who should perform what. There is a lot of this kind of dispute in fields where there is a lot of overlap or occupations that are quite similar.

The advantages of a job specification document include assisting the organization's management in making crucial choices like promotions, providing incentives to outstanding workers, and moving individuals to occupations that are a good match for their personalities and technical talents.

Job Description vs. Job Specification: The Differences-

- Descriptive statements about a job's responsibilities may be found in the job description. As the name implies, job specifications lay forth the minimum requirements for a certain task's performance.
- Job Analysis leads to Job Description, and Job Description leads to Job Specification.
- Jobs are described in Job Descriptions, but job holders are described in Job Specifications.
- Job descriptions summarise the tasks an applicant will do if they are hired. Instead, a job specification outlines the qualifications that must be met for a candidate to be considered.
- All of this information is included in the job description: title and duties; location; working hours; reporting authority; compensation range; and so on. However, the Job Specification includes educational credentials, experience, and skills as well as other characteristics such as age and ability, as well as work orientation.

Conclusion-

Recruiting is a complex process that requires a series of steps. To begin, a thorough examination of the work environment is necessary, which may be accomplished by a variety of means like surveys, questionnaires, and interviews. For each job, it's necessary to provide a description of what it entails and this description is known as a Job Description.

With the use of a job description, a job specification may be established that details the specific human needs of the position, allowing for the posting of job advertisements and the selection of candidates based on those advertisements and the job specifications.