Person Specification Template

(Organisation Name)

Job Title:

The person specification must detail the level at which a person should have reached before you recruit them.

Knowledge, Training and Experience
Academic qualifications (if required)
Additional areas of training through short courses
Membership of professional bodies
Amount of experience and at what level

Areas of experience and knowledge
Detail areas of experience and knowledge required. Utilise the Job description to highlight particular areas. eg care planning, change management, Microsoft office, Project Management

Communication Skills
For example: presentation skills, ability to work in teams

Analytical Skills
Detail the types of analytical skills (if necessary); eg, problem solving, diagnosis

Diversity
Identify particular indicators, eg show respect and treat people with dignity

Physical Skills
What actual physical skills are needed eg basic keyboard, driving, utilise keyboard to manipulate spreadsheets etc., clinical skills, eg insert syringe driver

Physical Effort
Include office or ward base, amount of travel, main work location, eg in patient homes
Specify the requirements for moving and handling and the availability of equipment to assist

Mental effort
Requirement for concentration, frequency and consequences of interruptions
Include if the patient group has limited understanding or challenging behaviour, managing teams

Emotional Effort
Requirement to deal with distressing or emotionally charged situations

General
Describe any personal characteristics not already mentioned