

# Writing Job Descriptions And Person Specifications

**Course length:** 45 mins\*

**Course Code:** 103080BT038

**This is the second in a series of five short courses on the recruitment process. It gives you the skills you need to carry out a job analysis and write an accurate job description and person specification.**

## Benefits for the Learner

The first stage of the recruitment process involves analyzing the vacancy, creating an accurate job description and building a detailed specification of the ideal candidate. Only then will you be sure that the nature of the job will be clear to the applicant, and the applicant's suitability for the job will be clear to you!

This course explores these pre-recruitment skills, so vital to the effectiveness and success of any recruitment campaign.

## Benefits for the Business

Fill your job vacancy with the wrong candidate and they'll affect your business like a rotten tooth – they'll compromise the smooth running of the business, cause a great deal of pain and irritation, and most likely result in the need for a difficult and costly removal!

This course equips your managers with the skills they need to begin a successful recruitment process. They'll learn the importance of tightly defining the parameters of the job and the most suitable candidate.

## What Does the Course Cover?

- How to carry out a job analysis
- The key elements of an accurate job description
- Designing job descriptions
- The elements of an accurate person specification
- Designing person specifications

## How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 45 minutes to complete.

\*Courses are accessible for six months from the date of purchase.