

The process of recruiting a new member of staff can not only be costly but also extremely time-consuming. On top of that, recent research indicates that three quarters of employers who recruit a new member of staff, are not satisfied with their selection and ultimately regret their decision

A list of most common mistakes indicates that an unclear job specification is the primary reason for appointing the wrong candidate for a role. The main aim of the job specification is to attract the right candidate for the role. So we've put together some handy hints and tips to help *you* put together the perfect job specification and find the best employees for *your* business:

Your Organisation | It is important to provide a concise description of your organisation, how it has developed, its size, history, and key markets. This will enable the candidate to understand exactly what type of firm they are applying to, and identify whether they have had previous experience in a similar organisation.

Company Structure | The specification should provide some brief details about the current team, who they will be reporting to, and key members of the leadership team.

The Role | The reason for the vacancy should be referred to- is it a new position or will the employee be replacing someone else? The main duties should be detailed, so that a prospective candidate can determine whether they are suitable for the role and have an understanding of what will be required of them.

Skills & Experience | Once the role has been identified, suitable skills or experience should be detailed. Does the candidate need to have specific qualifications to fulfil the role, or do they need to possess a particular personality? For example, criteria for a role in sales will differ to that of a technical position, so identifying the required skills should help identify the right candidate.

Personal Qualities | The personal qualities section should detail the exact personal specification of the candidate required for the role. These may include meticulous organisational skills, a great time-

keeper, or a good team-player. There is no point hiring a person that cannot work well in a team if the role requires them to work directly with other employees.

Remuneration | A full benefits package should be detailed on the job specification, this may include: pay, holiday entitlement, and healthcare. The smallest reward may help a candidate decide on applying for/ accepting the role.

Process & Timescale | The employer should provide an anticipated start date, as well as the closing deadline for applications. It is also beneficial for the candidate to be aware of the interview stages and who shall be overseeing them.