

Personnel Specification Pro-forma

Company Name:

Job Title:

Criteria	Essential	Desirable
Qualifications/Attainments		
Relevant Experience -Previous experience -No. of years experience required etc		
Special Aptitudes -Oral & written ability -Analytical skills -Arithmetical experience etc		
*Physical Requirements		
*Circumstances Indicate if any special circumstances are attached to this post (e.g. shifts, travel)		

*Should only be included if a justifiable requirement for the job.

Note: A personnel specification should be drawn up by the employer to suit the individual circumstances of the vacancy in question.