

Job Specification Form

Private & Confidential

Job Reference Number:

Client Contact Information

Taken by:		Source:			
Company name:		Client contact names:	Position:		
Company website:		Other contact / PA:			
Company address:				Telephone:	
				Mobile:	
		Fax:			
Company registration number:		E-mail:			

Job Details

Start date:		Temporary or permanent:	
Job title:		Hours required:	
Duration:		Reporting to:	
Reason for vacancy:		CRB required:	

Package & Benefits

Hourly / daily rate or annual salary:		Pension:	
		Company car:	
Bonus / Commission:		Medical:	
		Mobile:	
Other benefits:		Laptop / PC:	
		Expenses:	

Qualifications & Experience

Essential experience:		Desirable experience:	
Essential systems:		Personal qualities:	
Academic & professional qualifications required:			
Daily duties and responsibilities:			

Daily duties and responsibilities continued:	
Selling points of the job and the company USP:	Additional information about the client and company: Department structure:
Age range of department:	Team mix:
What is the culture of the company and department like:	
What rates are paid for overtime & unsocial hours:	
What is the holiday entitlement (excluding bank holidays):	

Recruitment Information

What is the background of your most successful employee:
What makes them successful:
What companies would you ideally like the candidate to come from:
Are there any companies you do not want them to come from and why:
What other type of job title might this candidate have in their current position:
Are there any questions I should be asking the candidate and what should they be answering:
Do you have any candidates in mind you would like me to contact:
Are there any candidates you would like me not to contact:
Any additional information:

Recruitment Process

What has been done so far / how long have you been looking:

Other agencies involved? Or are we working on this exclusively:

Have you seen any candidates? Who are they (so we don't waste time approaching the same candidates):

Are you seeing any internal candidates:

Any other information:

Additional Information & Notes