

**Outline of a person specification**

Company name: Click or tap here to enter text.

Job title:Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| Qualifications | Click or tap here to enter text. | Click or tap here to enter text. |
| Skills/competencies | Click or tap here to enter text. | Click or tap here to enter text. |
| Knowledge | Click or tap here to enter text. | Click or tap here to enter text. |
| Previous experience | Click or tap here to enter text. | Click or tap here to enter text. |
| Experience Required | Click or tap here to enter text. | Click or tap here to enter text. |
| Special attributes (for example, a track record of writing financial reports for a company board) | Click or tap here to enter text. | Click or tap here to enter text. |
| Personal qualities (for example, self-motivation) | Click or tap here to enter text. | Click or tap here to enter text. |

**Note:** This template is an example an employer can adapt or develop to meet its needs.