JOB SPECIFICATION QUESTIONNAIRE

As part of our commitment to improve HR processes, we will be creating a Job Specification for all existing roles. To help in this process, please complete this form with as much detail as possible.

Name: ……..

Job Title: ……

Reports to (line manager): ……

Responsible for (people reporting to you:) ……..

……

What do you consider to be the main tasks of your job (please place a star by any tasks you complete on a daily basis)?

What previous skills and experience do you have that you feel has helped you in your job (please place a star next to any that you feel were essential in the performance of your duties eg previously used Excel)?

Please list any qualifications you hold, with expiry dates if applicable (please place a star next to any that you feel you feel were essential for the job you do)?

What personal qualities do you believe help you carry out your role efficiently eg well organised (please place a star next to any you feel are essential for the role)?