

# FACULTY OF JURIDICAL SCIENCES

# Lecture-15



## **Job Specification**

A job specification is the list of recommended qualities for a person to qualify for and succeed in a position. While the job description includes the title position, responsibilities and summary, the specification identifies the skills, traits, education and experience a candidate might need to qualify for that job. This helps outline a candidate's capabilities to perform what's listed in the job description.

A job specification is important because it can help provide more insight into what skills a candidate will use in a role rather than what tasks they will do. Hiring managers write these to help encourage the most qualified candidates to apply for a job. Often, recruiters or other human resources employees use the job specification to understand what qualifications, education and skills the hiring manager seeks as they help to fill the position. An effective job specification can help a company find and hire the most qualified person.

### **Purpose of Job Specification**

- Described on the basis of job description, **job specification helps candidates analyze whether are eligible to apply for a particular job vacancy or not.**
- It helps recruiting team of an organization understand what level of qualifications, qualities and set of characteristics should be present in a candidate to make him or her eligible for the job opening.
- Job Specification gives detailed information about any job including job responsibilities, desired technical and physical skills, conversational ability and much more.
- It helps in selecting the most appropriate candidate for a particular job.

### **Elements of a job specification**

Although the job specification might vary from position to position, there are a few common elements you can expect to see in many of them, including:

## **Required experience**

This job specification is where an employer might include the required experience in an exact role or relevant experience in similar roles. Entry-level positions, for example, might specify they don't require any experience, but a director job might want seven years of experience in managerial roles.

## **Required education**

A job specification can indicate the level of education required to qualify. Education requirements may include general accomplishments like a high school diploma, associate or bachelor's degree, several years completed towards a degree or one in a specific area of study. You might include this to ensure the employee has the proper context and knowledge to perform their job duties successfully.

## **Required certification or credentials**

In addition to education, some positions require certification or licensure. This might align with responsibilities in the job description because a company might have you get certain credentials before you perform some tasks. For example, a mechanic job description might list working on heavy machinery or trucks as a responsibility, or it could require a candidate to have a certification to provide the services in the job specification. Credential requirements also could vary based on location to account for local laws. For example, substitute teachers could require state-level certification to qualify for a job even if they earned a bachelor's degree and a state certification elsewhere.

## **Required skills**

Hiring managers, employees and human resources professionals may work together to establish the skills they want candidates to have. Skills can be what people might need to complete their job tasks, and they can center on how the candidate may fit on a team or reflect a company's culture. Skills included in a job specification can also vary based on job level. For example, entry-level jobs might have fewer required skills because hiring managers may expect new employees can develop them while working.

## **Personality traits**

While skills can be technical or job-specific relating to how a person does their job, personality traits are qualities that reflect a candidate's character. For example, professionalism is a trait that describes a person who understands workplace etiquette and is helpful and respectful to their coworkers. You might need this trait for a job in a formal office setting. Matching every trait might not be a requirement, but they can explain what characteristics may make it easier to perform well.

## **Demands**

Jobs might specify if there are physical demands. For example, if a warehouse job description says you will carry packages from one location to another, the job specification might want you to be able to lift boxes up to 50 pounds. In this case, the specification identifies how much weight the candidate might need to carry to ensure they can fulfill the requirement. Similarly, an office job might require long hours at a computer, and the specification can identify this to ensure the candidate's vision allows them to perform their duties.

Job descriptions have been around since the advent of jobs. However, the importance of job descriptions from a big picture concept is still unclear. Most often, HR professionals and recruiters put off writing or updating job descriptions because they think other tasks are more vital. Nonetheless, a good job description might have a much larger impact on the workplace than you anticipate.

## **SIGNIFICANCES**

### **#1 – Helps Attract the Right Employee**

The purpose of a job description is to ensure the job will meet the needs of the organization and to recruit the appropriate talent for the position. When you clearly specify the qualifications for a specific role, it will be less likely that employees who don't fit the criteria apply. This will, in turn, help you save valuable recruitment time by limiting the number of applications that come through the door, thereby improving the quality of the applications that come in.

### **#2 – Helps Guide Training**

Figuring out the type and depth of training a new employee requires can be a difficult task. However, a complete job description helps make it a bit easier. If your job description is thorough, it will be easier to know where a new employee falls short in terms of knowledge, skills, or qualifications and where he/she might require additional training.

Using the skills gaps as a guide, you can put together a customized training plan that will help get the employee into an actionable position faster.

### **#3 – Offer Protection After Terminations**

While job descriptions help bring in qualified employees, a bad hire might still find their way in. In such a scenario, a good job description will serve as back-up documentation for poor

performance. If you had outlined the expectations right from the beginning, it would be easier to pinpoint and document exactly where the employee's performance doesn't meet the standards. This information will supplement any other documentation of performance issues such as performance reviews, one-to-one meeting notes, and other discussion notes.

#### **#4 – Assist with Retention and Satisfaction**

When you look at it from an employee candidate's perspective, a job description is a sample snapshot of what a candidate's life with the company will look like. If you fail to put forward an accurate job description, the employee will feel that your company has been deceitful. He/she will also be more likely to quit.

On the other hand, if a job description is accurate, the chances are that the employee will enjoy their job and have a sense of purpose and loyalty towards the company.

#### **#5 – Helps Gauge Performance**

After hiring an employee, an in-depth job description serves as a tool to gauge performance. The job competencies, duties, tasks, and responsibilities that are outlined in the description will act as expectation guidelines. Once the probationary period ends, or when it is time for employee reviews, a job description is an excellent tool to measure performance shortcomings or areas where the employee exceeds expectations.