

Defining the Needs for the Job

What is the difference between a Job Analysis, Job Description and Job Specification?

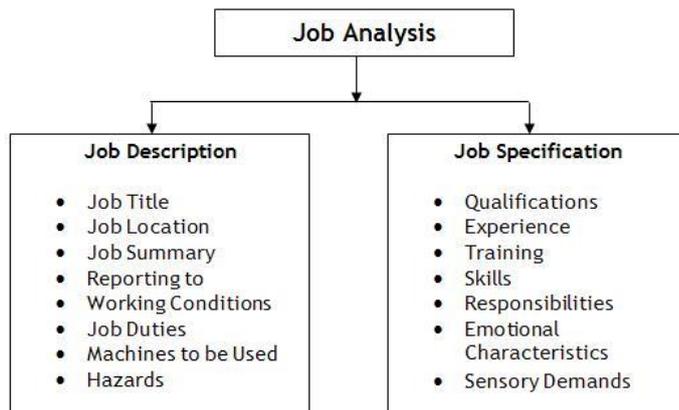
The Job Analysis is the first step to take while [writing a Job Description](#). This is the initial gathering of information about the general tasks, or functions, duties, responsibilities and the outcomes required for the job.

The Job Analysis process should include the following tasks

1. Reviewing the job responsibilities of internal current employees.
2. Gathering the information about job responsibilities and duties from external sources like Internet.
3. Analysing the tasks, duties and responsibilities required to be done by hiring the employee.
4. Understanding of the outcome or contributions needed from the position.

There are two outcomes of a Job Analysis

- Job Description
- Job Specification



The Job Description is basically a list of duties and responsibilities required to perform a particular job. It generally contains the following information.

- Job Title
- Roles & Responsibilities
- Qualification
- Salary Range
- Skills
- Goals

Writing a good job description is utterly important for an organization because the outcome of hiring an employee is majorly depends on the available job description.

The Job Specification is a statement that tells us minimum acceptable human qualities which helps to perform a job. It is a written statement of educational qualifications, specific qualities, level of experience, communication skills required to perform a job.

A job specification has the following components:

- **Total Experience:** It includes the total number of years of experience required to perform the job. Generally it is written in a range e.g. 5-7 years etc.
- **Education Qualification:** It includes what degree, training or certification required for the job.
- **Required Skills:** This section includes physical, emotional, technical, and communication skills required performing a job and also including responsibilities involved in a job.

Ensuring a complete understanding of needs and role requirements will help you to find the best fit for the available job.

For further guidance and information writing an effective job description please visit www.famerecruitment.com Employers section for our guides on Writing a Job Brief and a Job Specification template

To discuss your hiring needs and how we can help you, please call us on **020 8209 1858**, email us at info@famerecruitment.com or Brief Us via www.famerecruitment.com