

### Job Brief / Job Specification Template

Ensuring that you have a complete understanding of your needs and role requirements will help you to find the best fit for the available job. For more information and further explanations, please refer to our **Writing a Job Brief Guide** that can be found in our Employers Section at [www.famerecruitment.com](http://www.famerecruitment.com)

On the next page please find our template to help you identify the job requirements (Job Specification) and the role you are hiring for (Job Brief).

When completed, you can simply attach this to Fame Recruitment's Brief Us Form at [www.famerecruitment.com](http://www.famerecruitment.com) or call us on **020 8209 1858** or email this to us at [info@famerecruitment.com](mailto:info@famerecruitment.com) . One of our consultants will call you as soon as possible to discuss your needs and how we can help you.

## Job Briefing Form

**Job Title:** Accurately describe the job role. Don't overstate / understate to avoid overqualified or under-qualified applicants.

**Purpose Of The Job:** Provide an overview of the job, its context in the company, and the contribution that it makes.

**Duties and Responsibilities:** Outline the main daily duties, tasks and responsibilities of the position. Keep the list to approximately 10 bullet points. (*A useful formula: "DO what + TO what = ACHIEVE what"*).

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**Candidate:** Think about the type of person suitable for the role e.g. will the person be working independently or in a team environment?

**Reporting To:** To whom will the person report.

**Working Hours:** Full/Part Time; Contract/Permanent; Maternity Cover

## Writing a Job Brief

**Salary:** Indicate what salary you want or are prepared to pay.

**Benefits and Perks:** Health insurance, subsidised canteen, car, gym membership etc.

### Person Specification

**Knowledge:** Indicate what knowledge is required to do the job, e.g. do you require an understanding of a defined system, practice, method or procedure?

Essential:

Desirable:

**Work Skills:** Indicate what skills specific to the job are required, e.g. language fluency, typing skills, etc.

Essential:

Desirable:

**General Skills / Attributes:** What more general characteristics are required to do the job effectively, e.g. communication skills, writing skills, ability to delegate, motivation etc.

Essential:

Desirable:

**Experience:** What experience and/or achievement in a field, profession or specialism is required e.g. a minimum period of experience in a defined area of work etc.

Essential:

Desirable:

**Qualifications / Education:** indicate the professional qualifications and/or specific occupational training needed or level of education required.

Essential:

Desirable:

**Probation:** You may want to establish a probationary period (typically 3 or 6 months.)

For further guidance and information please visit [www.famerecruitment.com](http://www.famerecruitment.com) Employers section for our guides on Defining the Job Needs, Writing an Effective Job Brief and Assessing Skills and Qualities Worksheet

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