# Outline of a person specification

Company name:

Job title:

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