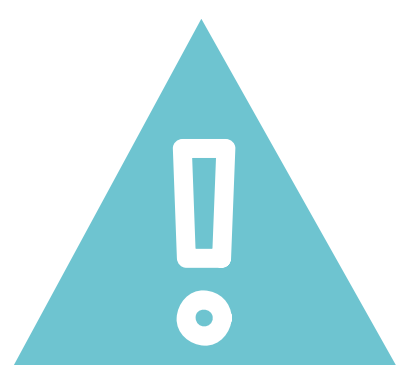


# Employee Specification

## Preparing to Recruit

The employee specification is crucial to the success of the recruitment exercise and in avoiding subconscious bias. The employee specification defines the essential and desirable criteria required in the following areas: qualifications/training, work experience, knowledge/skills/abilities, personal qualities/attributes.



The criteria listed in the employee specification should be objective and based solely on the knowledge, skills and competencies that demonstrate the experience required to perform the role competently. It is also important to remember that the criteria specified within the employee specification will be used to assess candidates and therefore requires to be objectively measured.

You should be mindful of ensuring that disabled applicants have the same access, so far as is reasonable in doing a job as a non-disabled applicant.

### Who sees it?

#### The candidate

Candidates can access this on the recruitment portal along with the job description and job advert.

#### The recruitment panel

This is the panel's working tool, for advertising, shortlisting and interviewing candidates.



#### The recruitment team

The employee specification must be uploaded electronically with the job description and the advert otherwise the job will not be advertised.

All criteria must be strictly relevant to the job and link directly to the job evaluation overview document. It is important not to class as "essential" skills or qualities which can be acquired through development. If there are too many essential criteria then less people will meet them. Equally, if there are too few essential criteria there may be too many applicants.

The criteria must be measurable either from the application form or through assessment at interview. Vague statements such as 'good attitude toward the public' or 'good standard of education' must be avoided.

In reviewing or developing an employee specification, it is important to ensure that its contents do not discriminate against broader sections of potential applicants. Restrictive requirements are not only contrary to the Council's Equality and Diversity in Employment Policy, they may also be discriminatory and therefore unlawful.

#### (a) Requirements which discriminate against disabled people

Overemphasising the need for a particular skill could discriminate against disabled people. For example, a physical disability does not necessarily mean that the person cannot be considered for a job which requires manual dexterity. You must also consider reasonable adjustments and special aids and grants which are available to help a disabled person to do a job.

#### (b) Failing to allow for applicants potential

You must not specify (as essential) previous knowledge which only someone already in the Council could have, but which someone from outside could in fact learn very quickly. Where certain skills can be acquired with induction or on-the-job training, then it is unnecessarily restrictive to specify these skills as minimum requirements.

Where a post is deemed to require an essential factor or protected characteristic which could exclude some applicants, this will only occur when that factor/protected characteristic can be objectively justified as an occupational requirement and is supported by job evaluation criteria.