

Personnel Specification Pro-Forma

Company Name: _____

Job Title: _____

Reporting To: _____

Responsible for: _____

Location: _____

Essential Criteria: *(list all of those criteria you deem essential that candidates must possess to carry out the job)*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Desirable Criteria: *(list any criteria that you deem desirable for candidates to possess but which are not essential to carry out the job)*

1. _____
2. _____
3. _____
4. _____
5. _____