

BEYOND THE JOB DESCRIPTION

In our experience many interviewers hope that the candidate will know the job and just join the company.

We can help you in sorting out current difficulties around this and also set up a system that matches the job to the person.

We will support you through the following steps:

1. Completion by no less than two people (not the incumbent) the Job Analysis Questionnaire (supplied).

This exercise provides questions that will provoke you to address the needs of the company/organisation.

2. Suitable candidates complete a Personality Analysis Form to see if they match the Job Analysis.

3. The Analysis is used to integrate the new person into the company/organisation and provides the basis for the job description.

