



How to create a Job and Person Profile (JPP)

Before placing an advertisement for a role, you need to decide the duties and responsibilities you will need the successful applicant to do.

You will need to tell potential applicants what skills and, if applicable, qualifications they will require for the role. A JPP is an effective way to do this and should cover two elements:

- The job description which gives the details of the objectives, tasks and responsibilities required of the role.
- The person profile which describes the skills, experience and any required qualifications that the successful applicant must have. You are advised to break this down into essential and desirable criteria.

The JPP should be made available to potential applicants as early in the recruitment process as possible.

You will need to make clear on your application form the information you want from candidates such as how they meet the essential and desired criteria in the person profile.

The job description

- State the name of the organisation, where the job is situated and the job title.
- Outline the main activities and responsibilities of the post.
- You may also wish to include activities that are not part of the day-to-day role but are required from time to time.
- If elements of the role are likely to change, take care to build in flexibility where relevant.
- You may wish to state the level of decision making and how autonomous the role is and to whom the successful candidate will report.



The person profile

- State any qualifications needed for the role.
- Outline any values or personal qualities needed for the role or for the organisation's ethos.
- Give details of any specialist knowledge, skills and experience need for the role.
- State any additional requirements, for example evidence of recent CPD, full driving licence with access to transport.

How does a JPP help you as an employer?

- It helps you to review the duties associated with the role to ensure they are still appropriate.
- It helps you create a brief role summary for your job advert.
- It helps you create shortlist criteria to help you select candidates to interview.
- It helps you devise interview questions and a candidate scoring matrix.
- It helps you in making a fair and robust assessment of the best candidate for the role.
- It helps you to give constructive feedback to both successful and unsuccessful candidates.
- It supports you in inducting the successful applicant to the role, supporting them throughout probation and can be used as part of appraisal / performance reviews.

How does a JPP help potential applicants?

- It helps prospective applicants decide if they have the necessary skills to make it worth applying.
- It helps prospective applicants understand the skills they need to demonstrate or give examples of at interview, allowing them to prepare effectively.



Other useful information to share to encourage high quality applicants

- It is helpful to state the ethos and/or objectives of the organisation.
- Think about selling your organisation to potential applicants at each stage of recruitment. Why should they work for you? What is special about your setting? What perks does working for you give to the successful candidate? For example, these may be things such as reduced fees, opportunities for ongoing CPD, a supportive team, a day off on their birthday.
- Ensure you are not discriminatory. Consider the language you use and what you are asking for. Could your language or requirements put some people off? You may find it useful to look at the 'Equality through the Recruitment Process' fact sheet for help in avoiding discrimination and unconscious bias. Use an equalities statement to show your commitment to potential applicants.
- Think carefully about what is essential to the role and what is desirable as this can limit your pool of potential applicants. For example, does the role require a qualification as essential or could you consider an unqualified applicant who is prepared to undertake the qualification whilst working with you?

