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Job Profiling allows you to quickly and effectively profile the behavioural competencies required in the job being recruited for. You create a template for the job and this you compare against the candidate or existing employee who is seeking a job move. The purpose is to find the best fit.

Before you recruit anyone into a new job it is vital that you appraise fully the job itself. This includes revisiting the person specification and the job description, more importantly it should include understanding the job profile. This involves identifying the behavioural requirements of the job.

The job profile is a questionnaire that can be completed either online or in paper format. There are 24 sentences in the questionnaire that must be ranked very low, low, significant, high or very high importance according to the importance of the job within the organisation. The results are plotted on a graph to create a template. The template can then be compared against the candidate or employee personality profile to assess how well they would “fit” into the employment position available.

The benefits of the job profile are it:

- Is user friendly;
- Provides a template for the job;
- Gives an objective view of the behavioural characteristics required;
- Is easily compared with the personality profiles.

This is the perfect tool for an “organisational fit” assessment.

Each report is priced at £50 plus VAT. Simply telephone is on **0208 8168 726** to find out more and/or to place your order.

To find out more, to discuss your needs and to obtain a quotation telephone Sue at **Complete People Management** on **0208 8168 726**