



Person Profile Template

When a decision is taken to fill a vacant position, it is usual to formulate a JOB DESCRIPTION. Just as important is the PERSON PROFILE, the aim of which is to describe the ideal applicant for the position. In the interview situation the aim is to find an applicant who will be able to achieve the outcomes detailed in the JOB DESCRIPTION, and who perfectly matches the PERSON PROFILE. In reality, the PERSON PROFILE provides a good guide as to what the profile of the selected applicant should look like. It helps in the shortlisting process by excluding unsuitable candidates, and thereby saves valuable time and money.

Linked Documents

- Job Descriptions
- Interviewing
- Performance Appraisal
- Training Plan

Guidelines

Refer to Form 3 - Person Profile

Form 3 - Person Profile

Experience (Detail areas of importance)

SAMPLE

Educational Level/Qualifications Required

Personal Attributes

Professional Registration

Other Areas

SAMPLE

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