1. Draw up a job description for **one**  of the following:

* Accountant or Shop Assistant or Hotel Manager or Teacher

Or the job your parents do  
Research information to help you by asking someone who does the job or from careers information

|  |  |
| --- | --- |
| **Job Title** |  |
| **Department:** |  |

**Main purpose of the job:**

**Main duties:**

**Occasional duties:**

[4]

1. Now draw up a job specification for your chosen job. The same research should help you to complete this task. Show which are essential and which are desirable requirements for the job.

|  |  |
| --- | --- |
| **Job Title** |  |
| **Department:** |  |

**Details of Job:**

**Qualifications:**

**Skills:**

**Physical Fitness:**

**Personal Characteristics:**

[4]

1. How does a job description and a job specification help to ensure the most suitable person for the job is recruited?

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