

## 5 Steps To Ensure the Right People Apply for Your Job Vacancy

- 1. Define the Job Specification:** define the description of the job by analysing
  - how it has been previously carried out
  - what elements could be improved or changed e.g. does the role need to be more focused or could further tasks be added
  - what level of experience and qualifications are required
  - the suitability of the reporting structure.
- 2. Involve the Team:** discuss the job specification with co-workers in that department and departments that they will work with. This will provide a clearer view of what their co-workers expectations and priorities are.
- 3. Identify and Prioritise Key Competencies:** At this stage the key competencies of the role will be clearly identifiable. Rate these key competencies in order of importance, for example with a priority rating of 1 – 5.
- 4. Prepare the Job Advert:** Contact Star Recruit to fill the job vacancy. Star Recruit will design the job advert considering the job specification and the key competencies.
- 5. Publicise the Vacancy:** The position will be advertised on the Star Recruit website, with the top national job websites and with the local press (if desired).



**Pictured:** Imelda O'Hanlon,  
Managing Director, Star Recruit

After following these five steps the candidates who apply can be rated against the competency chart to assess their fit with the position and organisation.