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| **SELECTION & PLACEMENT****MAN-JOB-SPECIFICATIONS (Guideline to match person to the job)** |

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| JOB TITLE:  | DEPARTMENT:  |
| BRIEF DESCRIPTION OF JOB:  |
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| **MINIMUM REQUIREMENTS TO PROPERLY DO THE JOB** |
| Minimum educational requirements (Formal Education) |   |
| Other training required (Courses related to the job) |   |
| Minimum job experience required |   |
| Physical requirements (If applicable) |  |
| Legal requirements (e.g. driver’s licence or trade ticket etc.) |   |
| Any other specific requirements for the job |  |

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| **THE PERSON WHO WILL BEST FIT THIS JOB MUST HAVE THE FOLLOWING CHARACTERISTICS** |
| Leadership potential - must be able to lead other people | Very High | High | Average | N/A |
| Social inclination - must be able to work with other employees | Very High | High | Average | N/A |
| Social inclination - must be able to work with customers | Very High | High | Average | Low - N/A |
| Physical requirements - work consists mainly of physical activities | Very High | High | Average | Low |
| Mental requirements - accounting or mathematics  | Very High | High | Average | Low - N/A |
| Administrative work - neatness & correctness | Very High | High | Average | Low |
| Reaction time | Very High | High | Average | N/A |
| Depth perception | Very High | High | Average | N/A |
| Required to work overtime | Very Often | Often | Sometimes | Seldom - N/A |
| Required to travel out of town | Very Often | Often | Sometimes | Seldom - N/A |

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| **COMMENTS BY PERSONNEL OFFICER/MANAGER - (Report back to Department requesting employment)** |
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| **SELECTION & PLACEMENT****MAN - JOB - SPECIFICATIONS (Job Description)** |

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| JOB TITLE: ARTISAN ASSISTANT - ELECTRICAL  | DEPARTMENT: ELECTRICAL  |

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| **No.** | **KEY PERFORMANCE AREAS** | **SPECIFIC DUTIES & STANDARDS** | **COMMENTS** |
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