

Skills, Knowledge and Abilities

Job Specifications

The term “job specifications” is used to help define worker characteristics required to perform the job completely. Specification for hiring may be the minimum for the job, while specifications for job evaluation should be based on fully competent performance. Job specification should be written prior to advertising or interviewing job candidates and should support the essential functions identified on the job, thus reducing potential legal liability.

Job specifications are defined in terms of required skills, knowledge and abilities (SKAs), and required behaviors.

