**Requirement profile guide**

The requirement profile is based on the need for competence and is the basis for continued work throughout the recruitment process. Allocate time to the requirement profile work and involve the people you want to participate in the recruitment process. Start with the requirement profile as you work further with the advertisement text, selection of candidates, interview questions and reference questions. Save the requirement profile as a basis for further work.

**Objectives, responsibilities and job description**

Begin by defining which goals the position will work towards in the context of the activities’ objectives. Think about what requirements on the position will look like in the future.

|  |
| --- |
| What are the objectives of the activities? |
|  |
| What are the position's goals and areas of responsibility? |
|  |
| What tasks are included to achieve the goals (it would be good to specify the distribution in %)? |
|  |
| What challenges/changes are the activities facing? |
|  |
| What skills and competences will become more or less important in the future? |
|  |

**Requirement profile**

|  |  |
| --- | --- |
| Position: |  |
| Department/equivalent: |  |
| Form of employment: |  |
| Scope (%): |  |
| Fixed-term – period: |  |
| Start date: |  |
| Recruitment team: |  |
| Salary level: |  |

Start from tasks, area of responsibility, etc. and fill in the qualifications below, divided into what is required and meritorious.

**Education** (formal qualifications, education or courses)

|  |  |
| --- | --- |
| Requirement | Desirable/Meritorious |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Experience** (professional experience of a general or specific nature or other relevant experience)

|  |  |
| --- | --- |
| Requirement | Desirable/Meritorious |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Knowledge** (knowledge can be defined as learned theoretical abilities or facts within a subject area, e.g. language, computer/IT and specialist knowledge)

|  |  |
| --- | --- |
| Requirement | Desirable/Meritorious |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Competence** (competence can be defined as abilities, skills and approaches. For example and descriptions of competence, see supporting document Competency Library. Recommendation to focus on and select around 4-5 competencies.)

|  |
| --- |
| E.g. ability to cooperate |
|  |
|  |
|  |
|  |
|  |

**Any other requirements** (practical, such as driving licence, travel days, working hours)

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

This requirement profile is used as a basis for the design of the advertisement, questions for the interview (see competence-based interview guide) as well as during reference checks.