

Resouce A – Picture Flashcards



Using a person specification - worksheets













## Using a person specification - worksheets

### Resource B

Fill the gaps with the correct word:

self-motivated	flexibility	reliable	assertive
positive attitude	interpersonal skills	time management	multitasking

- \_\_\_\_\_ is important as employees often need to be able to change how they do things, to suit new conditions.
- Being able to organise how you spend your time so that you get your job done efficiently shows you have good \_\_\_\_\_ skills.
- There may be situations at work where you need to express an opinion with confidence, so that people take notice. This is known as being \_\_\_\_\_ .
- In difficult situations, the employee continued to think about what was going well, because he had a \_\_\_\_\_ .
- \_\_\_\_\_, also known as 'people skills' relate to the way a person communicates and interacts with the people around them.
- All employers want workers who are \_\_\_\_\_. This means the employer can trust the worker to do their job well.
- In a busy workplace, the ability to do several things at the same time, to \_\_\_\_\_, is a useful skill.
- Some jobs may need you to work alone or without direct supervision. Someone who can work hard without this encouragement is \_\_\_\_\_.



Using a person specification - worksheets

**Resource C – Match the pictures**



caring  
patient  
teamwork  
interpersonal skills  
numeracy skills



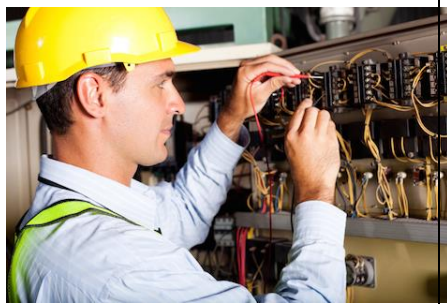
communication skills  
helpful  
polite  
problem solving  
honest



self-motivated  
well organised  
communication skills  
creative  
flexible



attention to detail  
communication skills  
responsible  
well-organised  
problem-solving skills



clean driving licence  
time management skills  
customer service skills  
numeracy skills  
responsible

**Resource D – Person Specification**

**Jones Store – Romford**

**Assistant Manager – Person Specification**

	Desirable	Essential
<b>Education &amp; Qualifications</b>		
Business qualification	<input checked="" type="checkbox"/>	
English and Maths qualifications	<input checked="" type="checkbox"/>	
<b>Experience</b>		
Retail experience		<input checked="" type="checkbox"/>
Experience of leading teams		<input checked="" type="checkbox"/>
Experience of meeting targets		<input checked="" type="checkbox"/>
Cash handling experience		<input checked="" type="checkbox"/>
<b>Skills</b>		
Excellent customer service skills		<input checked="" type="checkbox"/>
Excellent communication skills		<input checked="" type="checkbox"/>
Strong organisational skills		<input checked="" type="checkbox"/>
Ability to work in a team		<input checked="" type="checkbox"/>
Ability to delegate tasks		<input checked="" type="checkbox"/>
IT Skills		<input checked="" type="checkbox"/>
Full Driving Licence	<input checked="" type="checkbox"/>	



## Resource E - examples

**I have a BTEC Level 2 Diploma in Business**

**I am a keen football player**

**Last year I successfully met all sales targets.**

**I run youth groups for my local church**

