

PERSON SPECIFICATION and ASSESSMENT FORM

Candidate Name		Post Ref No	
Post Title	Health & Fitness Instructor	JE Ref	G247 (2)
Service	Communities	Band	Band 5
Base	Dumfries		
References	Name	Good	Fair
1			
2			

Requirements <i>Essential (E) or Desirable (D)</i>	E	D	Requirements <i>Essential (E) or Desirable (D)</i>	E	D
1. Education and Training	Score		4. Knowledge	Score	
Exercise to Music		D	Current Sport and Leisure Trends		D
Sports Leader/Coaching Certificate		D	Health & General Fitness	E	
Level 2 Gym Instructor	E		Set up/Dismantle Sports Equipment in a safe environment		D
First Aid Qualification		D	Fitness Membership Schemes	E	
Fitness Class delivery	E		Sales & Retention techniques	E	
Personal Training		D			
2. Experience	Score		5. Personality Factors	Score	
Delivery and Development of Health & Fitness Activities	E		Self Motivated & Enthusiastic	E	
Sales & Retention	E		Ability to show initiative & motivation	E	
Cash Handling		D	Passionate about Health & Fitness	E	
Developing Fitness Programmes	E		Ability to communicate at all levels	E	
Working in a Health & Fitness Facility	E				
3 Skills and Abilities	Score		6. Other Requirements	Score	
Good communication skills	E		Current full driving license		D
Multi-Tasking	E		Evening and weekend work	E	
Class & group co-ordinated skills	E		Disclosure Scotland	E	
Customer service	E		Occupational health check.	E	
Information Technology	E				
Working to targets	E				

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

Interviewer	Date	Candidate Total Score	
--------------------	-------------	--------------------------------------	--

person-specification_2012