

# Action Plan/ Module 10 - How to take the perfect job spec



Now comes the hard bit! How are you going to put into practice what you have learnt today? This sheet is to help remind you what we covered and identify what actions you need to put into place.

## What are the common mistakes?

Are you guilty of any of these? If so - don't panic! What can you do to prevent them from being repeated? Write it down now!

- Not taking enough time to ask the right questions!
- Not asking the right questions
- No setting objectives for the call
- Allowing your self to be rushed off with no call back arranged
- Not consulting
- Saying yes to everything
- Not selling the benefits of why you need the information
- Not setting up this part of the process in your BD calls

## How can you introduce the job spec process in your calls?

Write down the areas of the job spec you struggle to get the information for

Can you start selling the benefits of getting this information earlier in the process?

Plan into your BD calls at least one job spec based question

Split out feedback and setting up interviews as a separate conversation

Talk to your clients and candidates about the importance of feedback and give them the benefits of this part of the process. e.g faster placement and start dates, good reputation in the market, development points, you can also give the negatives of them not doing this

## Are you following these top tips?

- Be clear on your objectives
- Be prepared
- Be aware of your language
- Be slow...
- Be curious
- Be in CONTROL - Prepare the client throughout your calls and before hand