

Development of the Competence Profile

It is recommended to take into consideration the following four aspects to prepare a profile of a job.

Analyze the specific position. Be specific, detail the type of position and the key functions and tasks.

Job Description. At this point, the basic purpose of the job is defined in terms of its contribution to the organization's results.

Job functions. The functions, tasks and activities included in the position are specified.

Candidate profile. Once we define the objective of the position in the organization, it is necessary to know what profile the person who occupies it must have. For this we must have the following:

- Studies.
- Technical knowledge.
- Work experience.
- Other Requirements (Certificates, Courses, Languages, etc.)

Personal and professional skills. After knowing what technical knowledge and experience the collaborator who occupies the position must have, he continues to define the necessary skills so that he can implement this knowledge in his position and with his work team.

Position performance indicators. Also called KPIs (Key Performance Indicator), they are the metrics that determine the scope of achievement of the expected results.

We already know what the objective of the position is, who should occupy it and what qualities it should have. Now follows defining how it will be measured if the collaborator who occupies the position is fulfilling his expectations.

Compensation and benefits

This section is mainly focused on the recruitment stage, where you must know the position table, the requirements of days worked, travel availability, among others.

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REFERENCE:

(2022) INTEGRATEC
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