# Job and Degree Qualifications Profile (DQP)

A **job profile** is a description of the framework, requirements and core tasks of the position.

A **Degree Qualifications Profile** (DQP) is based on the job profile and defines the professional and personal skills required for the post.

The job profile and DQP template helps you address important considerations about the position and the skills required. This gives you a qualified basis for creating a good job advertisement.

## Job profile

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| Strategic direction and success criteria It is important to identify the specific and concrete goals and strategies of your organisation. What is the purpose of this position and what can the position contribute to the bigger picture? What requirements will there be for skills in the unit in the future that can be met now? It is also important to clarify expectations for when the new employee is a success. When a status meeting is held after, say, 6 or 12 months, what do you want the employee to have achieved?Work tasksYou should consider what tasks the position should initially include and what tasks are expected to be included in the position in the long term.Responsibilities and authorisationsYou should also clarify the responsibilities and authority that come with the position. The better you describe the position and tasks, the easier it is for the potential candidate to know what the job entails and what is expected. Development opportunitiesIt is also important to consider what the unit and SDU as an organisation can offer as motivation to attract the interest of potential candidates. Examples include meaningful tasks, influence, opportunity to work in areas of interest. What development opportunities are available to the new employee in the long term? |

## Degree Qualifications Profile

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| Use your conclusions about the job profile as a starting point. In addition, it is a good idea to consider the other employees in the unit and their academic qualifications and personal profiles. Consider what additional qualifications and skills could benefit the unit.When identifying requirements and wishes, you may want to categorise them into ‘need to have’ and ‘nice to have’. In the worst-case scenario, too many mandatory requirements can discourage otherwise talented candidates from applying for the position.Four different elements: knowledge, skills, motivation and personality, are important to clarify in order to create a good description of the academic and personal qualifications required for the position.KnowledgeKnowledge describes what the candidate knows based on their education, continuing education and practical experience, e.g:- What knowledge should the candidate have from working in a certain type of organisation or position to be able to navigate the organisation and/or perform certain tasks?- What education should the candidate have in order to fulfil a specific role?Skills Skills describe what tasks the candidate can perform, i.e. what the candidate must have worked with previously to be able to perform the tasks, e.g: - Should the candidate have experience in solving specific tasks? - Should the candidate have project management or leadership experience from previous positions? - For example, are there any specific language skills or IT skills expected of the candidate?MotivationCandidate motivation is about why the candidate goes to work every day. Here you need to find out what the organisation/unit/team has to offer that will motivate a future colleague. Is it meaningful tasks, influence, the desire to work in an area of interest or something else that can be a motivating factor for the candidate in the given position? It’s important that the new employee is motivated by what the organisation really has to offer, otherwise they may not be retained in the long run.PersonalityA candidate’s personality is about their outlook on life, approach to other people (including colleagues) and approach to tasks. Is there a need for an employee who is, for example, very outreach-orientated in relation to the rest of the organisation? Another example could be that some people are best at solving their tasks on their own, while others are best at solving them together with others. What is important for the position? |