



Job description guidelines for candidates

a quick-reference resource

Job description

The introduction

This resource is designed to help you to use a job description so you can confidently apply for roles.

A particularly important skill to develop is how to interpret job descriptions accurately to determine what an employer or recruiter is looking for so you can showcase your experience, qualifications and skills as closely to this as possible.

Knowing what to look for in a job description is not always easy. Job descriptions will vary in the level of information available, and they may also prioritise different things depending on the organisation so it is important to read each one closely so you can adjust your application to suit.

A job description is used by an employer to share all the key information about a vacant position within their organisation.

These are often found on the company website, job boards (e.g. Indeed, Reed, S1 Jobs) or LinkedIn.

What is included in a job description and the length can vary from employers, but they generally includes the following elements:

- An opening summary of the job tile, a salary range, contracted hours, role benefits (e.g., annual leave entitlement, flexible working options)
- An overview about the company and the role.
- The experience, qualifications or competencies needed to form the role
- The personal attributes the employer are looking for in a potential candidate

It is therefore important that you read this and have a thorough understanding of the company and role to be able to highlight why you are a good fit.

Job descriptions

Common sections

Job title

- Make sure the job title aligns with your career level and interests.
- Make a list of relevant titles that align with your experience, educational background, and skill level to make job searching easier.

Job summary

This is a high-level summary of the position and its responsibilities and does not include the level of detail you need to complete an application.

Company description

- Make sure you pay attention to how a company describes itself
- What are the company values and how do these align with your own values - this might indicate what the culture and work environment is like
- Do they include an equity statement anywhere? This demonstrates an organisations pledge to be an inclusive and equitable workplace
- Are they a disability confident employer? Specialist job sites can be a useful place to find disability confident employers such as [Careers with Disabilities](#), [EmployAbility](#), and [Evenbreak](#)
- Do more research – look at their website, social media including LinkedIn and [Glassdoor](#) - What content are they sharing and who are they employing this can help you get a well-rounded view

Responsibilities and duties

This section is where you get more details of the daily, weekly, monthly etc. responsibilities of the role.

This is normally shown in a bulleted list and can often be quite overwhelming.

Remember that, in most cases, you will not be expected to be comfortable with everything on this list and there is a learning and development period with any new job.



Qualifications and experience

This section highlights what the company is looking for in their potential new employee and will include criteria regarding education, experience, and skills.

Remember that, often, companies list a lot of criteria for their potential candidates to match and it's unlikely that anyone will match every single point – use the information you have gained from the previous section to determine what the most important criteria is.

Sometimes (but not always) companies will split this section up into 'essential' and 'desirable' criteria which can be helpful.

Essential

Indicates the criteria is **required or necessary** for the role.

Desirable

Indicates that the criteria would be **beneficial but not a necessity**. This means that you can still apply if you do not meet all of the skills or experience areas listed.

Supports

Available to you

Contacting the recruiter

Normally, the job description or job advertisement include contact information for the recruiter in charge of the vacancy. It can be beneficial to contact the recruiter to get clarity on anything you are unsure about within the description to enable you to submit the best application you can.

Support agencies

Employment support agencies can support with things such as identifying strengths, applying for job roles, practicing interview skills and onboarding into a new role. If you are finding the recruitment process difficult to navigate it may be beneficial to investigate the support agencies available in your local community. Please find some links on the last page to get you started.

Family and friends

Discussing your experience, skills and education with another person can be helpful to highlight your strengths and make you consider different ways to communicate these strengths to a future employer.

Having someone close to you review your application is always helpful as they may be able to notice something you have missed, pick up on any spelling and grammar errors and most importantly give you a confidence boost regarding your application.

Make sure you also let this person read the job description so they can compare the two together.

Reasonable accommodations

When looking at the job description make note of any mention of support available to candidates or requesting reasonable adjustments – this can be a sign of a neuroinclusive employer and shows they have some level of awareness into neuroinclusive practice and ways to support diverse candidates.

If you feel you would benefit from support and adjustments to complete your application, it may be worth following this process.

This also means the recruiter is aware that you may need adjustments for various stages of the recruitment process e.g., at interview stage.

In some cases, job descriptions may not include this statement and instead this information will be included somewhere on the organisations career's website.

Look out for the key terms of adjustments, accommodations, support, diversity or inclusion.

Potential accommodations

Please note that the following list provides various accommodations that may support you during the recruitment process. This is not an exhaustive list and will be dependent on your individual needs and preferences.



Top tips from our consultants

Focus on the essential criteria – don't rule yourself out too soon

Create a generic template for your CV and cover letter that can be adapted to align with each job description

Set a date and time to search for jobs and establish a routine

Think about transferrable skills and not direct matches

Link in with local support agencies

When job searching, take your time and take breaks when you need to

Do your research: Look at things like company websites, social media and LinkedIn pages and Glassdoor

Take your time to pick the roles that align best with your goals and values as opposed to applying for as many roles as possible

Use the words and phrases within the job description on your CV and application

Contact the recruiter if you need more information or support

Once you have read through a few job descriptions, prioritise based on where you think there is the best fit i.e., if the company is a disability friendly employer. Now you have an organised list to work through

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EMPLOYMENT SUPPORT RESOURCES

United kingdom

[Recruitment and job applications | Acas](#)

[Contact Jobcentre Plus: How to contact Jobcentre Plus](#)

[Seeking work | National Autistic Society](#)

England

[Scope | Employment Support Services](#)

[Forward Trust | Employment Support](#)

[Autism Forward | Funding for 1:1 Mentoring](#)

Scotland

[Employability Services | Employability in Scotland](#)

[Skills Development Scotland](#)

[Enable Works | Enable](#)

Ireland

[List of EmployAbility Organisations](#)

[WAM Programme | AHEAD](#)

[Specialisterne](#)

We empower organisations to become authentically neuroinclusive by delivering expert guidance and exceptional IT solutions from our own neurodivergent talent.

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