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EMPLOYABILITY ASSIGNMENT

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INTRODUCTION

The apparent economic conditions, associated with high unemployment levels, have led to an increase in concerns about the overall employment (Borbely, 2009). Without learning the necessary skills while still training, it may not be possible for students to learn on the job since employers may not have the interest in investing in programs that teach such skills. Therefore, a student's likelihood of not getting a job may be increased by the absence of employability skills in their skills set (Rosenbaum 2002). Another way of defining employability was given by the Quality Assurance Agency (QAA) for Higher Education (2009: 9), suggesting that employability as a concept includes a set of skills, knowledge, attitudes and competencies enable graduates to be positioned well for employment and make a contribution to the society, their career, and personal career development. Whereas the (CBI, 2009, 2011) defined employability skill as a combination of skills, knowledge and attributes which job seekers should have to guarantee effectiveness in a workplace for them self, their employer and the economy's benefit.

PURPOSE OF A JOB DESCRIPTION

According to Pergamon (2005), a job description is a document which consists of the conditions, responsibilities and purpose of the job. It clearly describes what the job entails. It is from the job description that a person specification is developed. It is sometimes used as a means of advertising a job role and is often sent to applicants who may require more information about a certain role. Hosking (2014) states that writing a good job description can help you clearly state the company's expectations of the right candidate for the job and what attributes they should have.

Employers can fill up vacancies within an organization by use of a solid job description showing potential candidates a list of their responsibilities in an accurate and appealing way. In an environment where recruiting the best candidate for the job is becoming harder and the good candidates are hard to get, an appealing job description can sell the job better.

There is a possibility of reducing time spent on training as new recruits would have known their responsibilities and on the interviewer's side, the job description enables them to know what the sort of questions they should be asking. Avoiding changes on the job description promotes employee retention. Providing employees with what is required of them to get promoted keeps them challenged and engaged. With well-defined duties and responsibilities on the job description, it is easy to notice when someone steps out of line. In simple terms the job description will help the employers define their goals and objectives and what needs to be done to achieve them (Marino, 2005).

PURPOSE OF A PERSON SPECIFICATION

The person specification is what contains the outlines of the abilities and the qualities of the person required for job. The person specification enables potential applicants to assess whether they can do the job or not. It is vital in the selection process as it provides evidence of the fairness in the process. It encourages objectivity in the selection process and markets the job role (Pergamon, 2005).

A personification outlines the essential, expected basis for the selection process. These kinds of specification are in many cases based on the necessary competencies that a potential candidate requires to perform well on the job (CIDP, 2017).

To the jobseeker, the person specification informs them about the complexity and standard requirements of the job, and in the process helping them to decide to apply or not. It states the necessary criteria against which all applicants will be judged without bias (Human resources, 2012).

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PROFILE

I am very dynamic and quickly adopt to situations with very good time management skills and team working skills. A self-starter and excellent at innovation of effective and reliable work processes. I seek an opportunity to work in a more challenging environment to build my career and explore my skills.

EDUCATION & QUALIFICATION:

Date	Institution	Qualification
2017/18	University of Wales	Level4: skills in work place
2003	Ideal College Dhaka.	Higher Secondary Certificate

EXPERIENCE

2015 to Date	Assistant Bar Manager	JD Weatherspoon
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Key responsibilities;

Customer Service, floor management i.e. Taking orders and serving food and beverages to customers, setting tables, restocking of bottled items, handling money, maintain the till.

2013 to 2014	Assistant Floor Manager	Novotel
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Key Responsibilities:

Setting up for the breakfast, front office management. Helping the guest with their luggage while check-in and check-out. Floor management. Setting up the restaurant and bar. Bar and restaurant stock inventory. Shift management.

2013 to 2013	Shift supervisor	Sainsbury Local
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Key Responsibilities:

Running the shift. Making rota. Handling till. Stock check. Organising refunds. Handling customer request and complain and dealing with them accordingly. Dealing with non-monetary solutions to dissatisfied customers.

2009 to 2012	Team Leader	MacDonald
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Key Responsibility:

Customers services, taking all food and drinks orders, upselling special items while taking orders. Handling cash and managing till.

Hobbies and Interests: Travelling, playing games, watching movies and Listening to music.

References: References available upon request.

TEAM WORKING COMEPTANCE STATEMENT

While working at the bar counter, sometimes I get an influx of customers. This mostly happens between 6-9pm every day. All the customers have different types of food and drinks they are ordering. I must manage the counter orders and make sure that the glasses are washed and replaced as well, all drink refill done, and the toilets kept clean. I position 3 barmen behind the counter and I take care of the other things like washing the glasses, replacing them and refilling the drinks. I then put another person on the floor to keep the floor and toilets clean. I make myself available to provide cover for any one of the four colleagues who want to go for a smoke break and help the person on the floor resolve customer complaints. As a result, customers are served on time and my colleagues don't get overwhelmed with work. This builds a very good team bond between us and we deliver an excellent service to our customers.

TIME MANAGEMENT COMPETANCE STATEMENT

I used to spend an extra hour on the shift on top of my normal hours which was not paid because my team could not finish work on time and hence we would not close the bar on time. I was expected to label the open bottles with the number of days we use the bottles, fill up all the bottles before midnight, wash and replace the glasses and mop the floor as well before closing. So, I label the bottles while my colleagues are still serving customers and make a list of all the bottles that need refilling. When the traffic has reduced on the counter, I refill the bottles and advise them to use this time to wash the glasses and replace them, so that we can focus on other task at closing time. When we stop serving at midnight, I clean the glass machine, change the bins, mop the floor and wipe the counter clean. Because of doing some of the things meant to be done at closing time way before time, we are able to make final touches on the task in time and close 15minutes and we get paid for the full hour, making everyone happy to go home.

CONCLUSION

It has now become more apparent that for one to succeed in the employment field, they must acquire skills prior to the employment. Employers expect candidates to have the desired skills to be able to fill a position in the company. To the employers, a job description plays a vital part in their recruitment process as it defines their goals and objectives and how to achieve them in the recruitment process. It has been found to save the employers a lot of money and time in terms of well represented duties and responsibilities that the candidate is expected to perform. For candidates to align themselves with the advertised jobs, the job description should be clear enough for them to understand and the person specification stated in a manner that's easy to understand. To the job seeker, a person specification plays a vital role in their decision to take apply for the job or not, based on the stated expected requirements for the job. In the sense time that would have been wasted is saved and can be used for something else. However, the potential candidates also have a role of being ready before they apply for a job by attaining the expected skills and attributes of a good candidate. They are expected to have a reasonably convincing C.V and when called up to write personal statements, they should be able to do so.

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