

Employability

What is the recruitment and how to increase your chances for a job you want...?



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Introduction

Maybe that sounds cruel, but we are taking part in the selection process at any stage in our life. One of them is Employability. How use that to your advantage and became a Master of the Situation?

The secret is to show who you are in a smart way. You need to know your worth, possibilities, strengths and weaknesses as well as stay attentive because all the time, life gives you chances to become greater.

Through your existence, you have many chances to learn such significant and necessary skills that help you productively perform in any background. Important is to be open-minded (Skills You Need,2020) and pay full attention to your studies (Hart, 2020). But be aware, a degree is not enough. When you possess all essential abilities, then you are ready to go to conquer the world.

What about your dream job? If you see in your future boss the most important customer, you will do your best to fit into that market. Your CV will be a fantastic offer.

Employability. Definition.

Employability is the ability to prosper at any occupation successfully, which means quickly adapt yourself to every different environment. Changing a profession is no big deal for an individual, so he/she is constantly on the market (The University of Edinburgh, 2020).

Referring to The University of Edinburgh (2020) if anyone thinks that employability is only has a job, an option for self—improvement or the change in life is wrong. That is not a list of capacities that you can learn at any time also. That is something more than that. Employability has much more important because it means being successful all the time, independently from the type of profession. The personality, all strengths, habits, behaviours have been developing through time and are specific for every person.

As per The University of Edinburgh (2020), Poole and Sewell (2007), after collecting various descriptions and forms of being employable, established a few main factors that support graduate's workability. Those five components are called CareerEDGE (lack of any of them may affect employment) and they are:

- Career Development Learning- helps to get into and handle the employability
- Experience- build up all essentials set of abilities,
- Degree subject knowledge- mastery of studying program
- Generic Skills
- Emotional Intelligence-understanding own and others perception and sensitivity, controlling own behaviour

Recruitment

The recruitment process is taking place mostly by qualified HR staff (Human Resources) which see through potential employee, under the company permission. The main task of recruitment is to make a final decision via interview and various tests also if the applicant is the competent and right person to suit the offered occupation. Excellent harmonious between the appropriate personality and profession is important for a well prospering business (What Is Human Resource, n.d)

In the opinion of What Is Human Resource (n.d) the reason for the recruitment is finding the best of the best from applying for the job. Only this will benefit the organization. In order to achieve that purpose, the individual is reviewing by a set of factors called KSAs (knowledge, skills, ability). They are only primary attributes. Every organization has different standards of the selection, but all of them recruit by those tree elements because knowledge, capability and practice are essential. Sometimes that may be a very basic strategy, sometimes more complex. It is subject to the job description and the methods used by the HR department. But there is one necessary point that every business should be aware of- being non-judgemental, that include culture, gender, sexual orientation etc.

An extra thing that makes the candidate more visible in the crowd is spirit. Employers appreciate that and take the hobby as a bonus describes the applicant as a valuable and involved individual (What Is Human Resource, n.d).

How to Be More Employable?

Proper education and some practice are required when applying for a job. But if you strive to be the perfect candidate for the position, you need to possess some abilities that generally grow through the years. That skills that employers are looking for when hiring the staff are called "Employability Skills" (Skills You Need, 2011-2020).

As claimed by Skills You Need (2011-2020), ability to communicate helps you work with people effectively in comfortable surroundings, resolve any issue professionally, meet the expectation of your customers/superiors and settle on a plan of action. All of them are about perception and sensitivity and include your smart body language. Being Consistent and Efficient is such an essential thing in any workplace. That is the best way to build up the trust of your boss. That includes self-mastery on high level, excellent time management, being engaged completely and working hard because you want to, not only because you have been asked for. Clever monitoring your work and ability to be flexible is also essential. If you possess the third skill, you can call yourself a Master of Employability Skills. That a Readiness to Learn all the time and it is extremely admired. Expanding your education or qualifications and being interested in everything around helps you grow and at the same time has a positive effect at your workplace.

Attitudes

Let look at attitudes. Why are they crucial?

According to Murray (2020), abilities and all information explained in the CV give the knowledge about you to your potential recruiter. But they are only details. Attitudes tell straight away who you are. Imagine you are applying for the position where your character does not meet the organization goals. That can affect the collaboration and your commitment, as you will be in the high risk of getting frustrated, losing motivation and not achieving objectives. Nobody wants a member of the crew like this for their own business. When joining the team, you should bring a freshness and full suite in the environment. Having an enthusiasm, involvement, and excellent state of mind helps confront any issue and resolve problems professionally. That is what directors are looking for. Having high capacities but do not adopt them to the occupation is not going to move you forward in your career.

Abilities and attitudes should always go side by side. And if they are appropriate to the society you wish to join, you have a big chance to win the selection process (Murray, 2020).

University, Conscious Training to Employability

As you already know, experience matters. So how to collect that in the time of your education? The answer is easier than you think. You have various options to build up your impressive CV during your university years.

As believed by Hart (2020) you have six possibilities:

1. You can apply for the short-time work. Many companies are seeking students to join them, offering a suitable number of hours that they can easily manage. That could be a part of practical training for the course that you are studying and will be good evidence of your effective planning.
2. Unsalaries vacancies are also waiting for you. You can give your best to support solid reason.
3. Use the media to show who you are for the future employer. Everyone who will be interesting to take you on-board may have an idea to check your virtual life. You can show online your attitudes, creativeness, whatever you like and be paid for it.
4. Take a part of any association which is great interpersonal experience.
5. Ask you University Careers Service if they can help you find something suitable.
6. Education is most important- pay full attention.

Employer, Your First Valuable Client

Strong Curriculum Vitae helps you get your dream job. But you need to know how to deal with your first customer-The Boss. Before he meets you, he will go through your resume (Rolfe, 2020) or sometimes even not. According to Morgan (2017, p. 331), some organizations use an operating system that disqualifies applicants only because of the lack of catchphrases in a CV. So, what should you include?

As mentioned by Rolfe (2020):

- Make sure you display yourself well enough. Recruiters are not able to see who you are if you do not announce them. But moderation is required. Do not boast about yourself.
- Be real, as any lie is hard to remember. And it is not possible to prove it.
- Do not use templates. That means to write individually and always give a short example of your strong points.
- Be clear and avoid overwriting. You want to encourage the HR management to read, not to skip details given.
- During the interview, control yourself- that should be dialogue, not monologue. And when you are nervous, it is better to stop talking for a second than use unprofessional or childish words. Be intelligent all the time and remember- professionalism since the beginning.

Personal Impression

What if you do not have an attractive CV and experience needed? Do you still have a chance to get a job you are applying for?

It depends on the employer. As an example, when I was applying for my current job, the employer was looking for a trustworthy person to join his wholesale warehouse with few necessary skills, which are going to keep his business on enough satisfying level. I was lucky because I possess them all, although my English was not good enough. Those abilities were: hard-working, responsibility, proper time management, willingness to learn and attitude. All of them have been well presented with a short explanation in my CV. But also:

- Resume included the information that the good of the company is always the most important and some extra things are enthusiastically taken to reach the organization's goal.
- Six years of previous work let the present employer know- "Viola is worth giving her chance, as she was fully committed to the earlier company".

That is my 5th year of employment at the depot. The boss never asked me for anything on the top of my duties. He knows how engaged I am, and that I always do my best to complete tasks given to me. During those few years, the employer saw a lot of potential in me. Instead of taking professional from outside, I have been trained and moved for a better position. I achieved it only because of my Employability Skills.

Personal Impression Cont...

I am not saying that a few skills are enough to get a job. However, small companies prefer smart and honest people with basic but very important foundation, that can learn missing abilities through their employment.

Hard work demonstrates who you are. That is mean you are ambitious; you have incredible strength, strong faith, and you are seeking to be succeeded.

Responsibility means that you actively look after the company, and you are deeply involved in purpose (Wiki Job, 2020).

Good time management increases your prestige (Morgan, 2017). That includes your self- discipline, goals selecting relevant to the time of achieving, great planning with understanding the characteristic of 'important' and 'urgent' (Morgan, 2017, p. 59) and controlling your emotion under a high level of stress (Wiki Job, 2020).

Willingness to learn may be a guarantee for the employer that you strive to be better.

For some recruiters, those skills are not enough; for some, that would be perfectly matching. But they are always necessary.

Personal Impression Cont... SWOT

I have found that SWOT, learned through the studies, is a beneficial recipe. Understanding your Strengths, Weaknesses, Opportunities, and Threats makes everything easier, let you control your progress and give you a view on how to get to the destination. Updating your SWOT analysis from time to time, make you feel more confident and improve yourself fully consciously.

Keep an eye on your:

- Strengths- What makes you different? Why are you unique?
- Weaknesses- What kind of progress do you have to do to be more visible then your rivals?
- Opportunities- What are the chances available to you?
- Threats- What is the risk that you need to be careful about? (Grant, 2020)

If SWOT does the job for big organizations, can do for individual also. From today start to use that powerful program to shape-up your framing schedule. It will influence for profit in future (Grant, 2020). Ability to manage SWOT will boost your skills, attitude and in consequence, carrier.

Reflections

To be successful in any field, we all need to improve various skills. That makes us feel confident and help achieve the most fantastic goals. Requirements are not only what you must do; every each is a choice to become a better version of yourself. The only thing is, when improving your skills, remember who you are and who you want to be.



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