

Professional career Development



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Introduction

This report discusses the employment relationship between employer and employee as per regulation as written in labor law. But what is employability? And the ability or possibility to acquire a job and the ability to remain in a job for several years, maintaining employability, is necessary to invest in professionalism and personal development. For example, being always up to date on the news of your career, having responsible behavior, improving your technical capacity by participating in courses, self-evaluating my qualities and defects and looking for solutions, having your own initiative, good communication and knowing how to work in a team. But what companies expect from the employee, that the employee understands the company's philosophy, has a good relationship and punctuality in working hours, develops in their careers by learning something new every day, good problem solving and professional discipline. Next I will analyze the recruitment law process with the name of employment rights because everyone has some employment rights, and reflect on the exercise of dramatized interviews elaborated in class. I will report on career development and what my position is.

The employment relationship

How is it regulated?

They are regulated by acts of parliament enforced by courts and industrial courts that serve for the protection of the worker or employer's identity. Some of these being; Occupational Health and Safety, etc. 1974 Law - Legislation that guarantees health, safety and well-being at work. Protecting against risks of accidents at work and health. One of the ways to protect work risks and the use of suitable equipment such as the use of steel toe shoes, helmet in certain professions, in the case of working with food products, must always have the hair tied and covered and remove all jewelry such as rings and necklaces for us and third parties. It also includes evaluating and minimizing the risk of stress-related illnesses.

The Labor Rights Act 1996 is an update of the labor laws setting out the rights of employees. Being some of them; be treated fairly where discrimination and harassment, whistleblowers are framed. This law also protects in the event of unfair dismissal giving the right to receive protection indemnity, period of notice and payments. Regulation 2018 establishes that the main terms between the employee and the employer must be recorded in writing and delivered to the employee before the beginning of the employment contract. This is being prepared and written in an employment contract that needs to be signed by both parties. A disciplinary procedure and when the employer is dissatisfied with an employee's work or behavior, steps can be taken to give the employee a fair chance to improve. Your employer can take formal disciplinary action against you if they have concerns about your work, conduct, or absence.

The Equality Act 2010 The Equality Act 2010 legally protects people from discrimination in the workplace and in society in general, thus preventing discrimination and harassment at work, imposing respect for all ethnicities and religions in order to avoid bullying in the workplace. I work treating everyone equally without committing any injustices.

The features that are protected by the 2010 Equality Act are; was incapacity, gender reassignment, marriage or civil partnership (employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation.

What are the employer's responsibilities? The employer must guarantee good working conditions, ie; an environment with pleasant temperature, tolerable noises, good lighting, and provide safety equipment if necessary. On the other hand, employees also have responsibilities to look after the safety and health, fulfilling some work duties such as these; complying and following orders, punctuality, never missing work and always being on time, taking medical exams, using protective measures, respect for everyone including bosses and colleagues, keeping company secrets, as I would say, work problems remain at work and from home stay at home, what I can call separating things, always keeping the work environment clean.

The Recruitment process

Recruitment and process used to identify and attract new candidates using a set of techniques and procedures seeking to attract qualified candidates able to take advantage of the position. an efficient recruitment requires a constant study of the company's market, considering the skills of internal and external talents to indicate professionals who have technical and behavioral skills suitable for a vacancy. Recruitment is a critical activity, not just for the HR team but also for line managers

Advertisement

Advertisement is the main stage of selection as it is when we provide essential information about the vacancy. From these data, the required functions and aptitude are verified. For example, in today's newspaper they came to ask for supermarket managers with the following ad You need supermarket manager I applied for the job, sending my resume, cover letter and application forms.

job description

We are looking for a store manager responsible for general management. The candidate will need to be able to increase customer satisfaction, achieve sales and profitability goals, and effectively manage employees. Candidates will be more successful if they have knowledge of financial planning, employee recruitment. Store manager responsibilities may include supervising store manager assistants.

Desired profile; organized, dynamic and creative, enjoy acting on price, skill with goals and people management, complete higher education, with or without experience.

functions; Plan, organize and control the routines of retail and wholesale trades, involving team leadership, merchandise arrangement, inventory management and purchase scheduling. Monitors the closing of cash, billing and result indicators to achieve organizational goals

Person specification

Here I specify my professional experience acquired over time benefiting employers. Summarizing the required skills are the education and experience a person needs to have to effectively fulfill a job position.

Application forms

Application forms where I present my solid and explicit information in order to facilitate the collection of information from job applicants. If this is not well written, it may exclude the candidacy of some good candidates, as they will be rejected or ignored. For example misspellings, lack of punctuation and lots of space to submit a job. With the exception of people with disabilities where forms of different formats are required, as explained in the Disability Discrimination Act of 1995.

The interview

In the interview, it is important to be well-prepared, as it increases confidence and helps to improve a version of myself. Interviewers study the candidate's preparation in relation to the position and the company. How should I prepare for an interview? First, I must research the company to know what they are, what service and products are, I must write down the main aspects of the company that include the history, mission, vision and values. Then I must review my resume to the point of memorizing it in order to talk calmly about my professional experience and my successes and results, analyse my skills and experiences that fit the position, making the interviewer see me as a good candidate. The next step is to prepare some questions that allow me to highlight in order to impress the interviewer. Using my questions to demonstrate my knowledge of the company demonstrates that I have a knowledge of what the company is.

In the case of the interviewer, he will see the candidate's behavioural profile, with the help of the cv, application forms and cover letter if possible, only after organizing the interview in which he will have to be objective in the questions. In which it is through the interview that the selection and analysis of the best candidates for the position offered is made. You must analyse the responses received and also the candidate's body language.

Career development

In the career management process, the central actor is the professional himself, so the responsibility for taking the reins of the process is his. Yes, different from what many people think, companies should not take control of their employees' careers, but rather encourage the development of each one. It is the professional who must exercise their protagonism, defining their main objectives and the actions that must be taken to reach the desired position. After all, the main beneficiary of all this planning will be him. Therefore, we recommend that you start thinking about your own professional future. Do you know where you are going? Have you thought about which position and company you would like to be in 5 years from now? What actions are favourable for you to reach your next level? What habits are holding you back? These and other questions may sound cliché, but they make all the difference when it comes to career management. Don't think about this subject only when there is an emergency or a new proposal comes up. Start building your own action plan to make your dreams come true and celebrate each achievement, after all, we spend most of our lives building our career.

what stage am I positioned to achieve my career goals?

For 20 years I worked in the supermarket area. When I started in the market, I was only 14 years old, working during the day as a stockist and studying at night. As time went by, my tasks evolved, which meant that, at only 20 years of age, I became a merchandising where I led a team of replenishers and promoters, I had a route from north to south of Portugal, my professional life required many hours of I work, but I always liked what I did. As I didn't have a college degree, it was impossible to go further in my career. I gained courage and started my course at the university of Wales trinity saint David, currently completing level4 in the CERTHE skills for the work place course. Of course, I won't stop here because my goal is to complete the course doing the remaining levels so that I can work in the direction of a supermarket. But for that I need to complete my studies first and then gain more skills than those I enjoy and learned throughout my professional life.

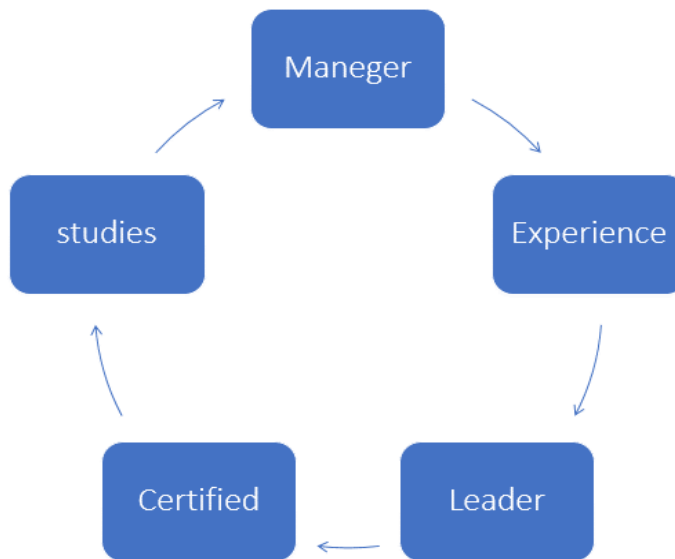
Johari widows

Known to me

unknown by me

Responsible professional Nice Objective Resolute Level 4	I can't say no don't like to fail Competitive	known to others
insecure sometimes Restless Nervous	complete the course start working Future Level 5 and 6	unknown by others

PCD



Conclusion

In conclusion, I think we have to invest time and effort in the process of preparing and executing the career plan, putting all the learning into practice, combining all the knowledge, techniques and tools. Career development seeks professional growth, which is why it is necessary to create a set of goals and steps to achieve the objective. We need to assess the strengths and weaknesses to reach the goal we want to achieve in the career plan, that's the only way I can assess my skills and abilities. Learning new skills and knowledge is essential for the growth of any professional. Completing career development can be internal or external.

In the case of an intern, let's imagine that I work at the company as a result of my effort and skills, I'm able to move up. In the case of external I read an ad which I felt interested, I automatically wrote the application forms, which I sent along with my CV and cover letter. Days later I was called for an interview, which I prepared at home applying all the learning in class that the university provided. I read everything about the company in order to update myself, discovering the achieved goals and the entire history. My research was done on the company's website and also in news read in the newspaper. My career growth only depends on me in how I use the skills learned in my favour, of course with effort and determination to achieve my leadership objective.

in short I still have a few years to reach the goal but I hope that in 5 years it will have already been achieved.

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