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PROFESSIONAL CAREER DEVELOPMENT

Executive summary

Employability skills are required for applying for a job position so that performances of a company are increased. HR manager is involved in maintaining relevant employee recruitment to staff. Moreover, career developing areas have been determined by me through the implication of Gibbs model so that personal feelings are analysed. Additionally, role of employment goals has been analysed in this report through focusing on role play.

Table of content

Task 1: Role play	3
Task 2: Report	5
Introduction	5
Personal reflection on the role-play by using Gibbs cycle	5
Career development plan (CDP).....	5
Evaluation of skill and knowledge that contributes working environment	7
Analysis of readiness for employment	8
Determination of personal strength and weakness.....	8
Construction of employment goals.....	9
Personal action plan	9
Conclusion	10
References.....	11

Task 1: Role play

Interviewer

Hi! I would like to mention to you that 5 questions will be asked to you which you need to answer.

Interviewee

Hi! Thanks for giving me the opportunity to apply for the job positions. I am ready to answer your questions.

Interviewer

Ok that's good to see you motivated regarding this interview. Please answer the application form through replying to structured questions.

Interviewee

Application form
Q1: Why are you intending to apply for a vacant job position?
I realised that my employability skill is perfect for this specified managerial role.
Q2: How would you evaluate you employability skill?
I have technical and communication skills which support me to share vital information. Additionally, technical issues are solved in an efficient manner that supports in maintaining flexibility at workplace
Q3: Do you have any previous working experiences?
Yes, I have worked as a project manager within a renowned private organisation which improved my employability.
Q4: How would you align your previous experiences with a practical scenario?
I have determined that developing problem-solving skills through utilizing my critical thinking skills supports me to interpret information by highlightinver evidence. I generate decisions through maintaining my emotional stability. Moreover, I would like to specify that training sessions within an organisation will help me to improve my developing areas.
Q5: What are you strengths and weaknesses that you have assessed while working in an organisation?
Personal strength • Communication skill

- Critical thinking skill
- Problem-solving skill
- Technical skill

Personal weakness

- Task management skill
- Time management skill
- Researching skill
- Teamwork skill

Interviewer

I would like to mention that you have finished your interview through delivering answers within application form.

Interviewee

Thanks for considering my answering. I am waiting for your reply regarding my selections.

Task 2: Report

Introduction

Recruitment has been conducted within an organisation through involvement of HR manager so that employee retention is maintained. Moreover, investments that are conducted for hiring employees are controlled through evaluation of applications that are filled by interviewee. Experiences of employees are identified through analysing their resumes which support HR managers in selection of training sessions. In addition, self-confidences are enhanced through interaction with experts who are involved in sharing accurate organisational information. This report describes role play between interviewee and interviewer for analysing multiple factors which are highlighted before selecting an employee. Personal perspective regarding internal ability has been analysed through implication of Gibbs reflective model.

Personal reflection on the role-play by using Gibbs cycle

I have determined that employee turnover rate has been maintained through inclusion of interview sessions by involving experts. Talents are retained within an organisation through selecting right candidates within a sector. Moreover, determination of my intention to apply for a job position has been determined during the interview session. Additionally, I would like to mention that evaluation of job position by a candidate helps in aligning their capability so that selected job provides satisfaction to an individual. Recruitment is executed through evaluation of capability of candidates who are being selected for performing interview. As reported by Li *et al.* (2020), mental status of an individual while involved in an event has been determined and applied in practical scenarios. Gibbs reflective theory deals with concept of description of experiences of an individual while engaged in activity.

HR managers develop effective strategies so that workforces are maintained within a company. Additionally, during the interview period I have to analyse my employability capability to interviewer so that recruitment processes are executed by HR manager in a perfect manner. On the other hand, I have specified my efficiency regarding handling technology for exposing my advanced technical knowledge. Different organisations face issues due to poor implication of technology for not having technical ideas. According to Markl and Lackner (2019), inclusion of integrated systems within an organisation provides a facility in improving organizational performances. In addition, collaboration of human knowledge with technical ideas support in reduction of manual error through installation of technology. I have estimated that internal conflict arose within my previous organisation for not accessing innovative technology that is installed for maintaining flexibility rate.

Career development plan (CDP)

Career developing	Actions	Impact	Time
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areas			
Researching skill	Construction of problem statement Schedules are structured by mentioned specific time Development of questions and sub-questions for determination of research problems	Research topic has been determined through developing statements. On the other hand, questions are generated so that researching areas are focusing on a systematic process. However, solutions are generated by integration of evidence which are collected through research. Like other authors, Levecque <i>et al.</i> (2017), decisions are generated for relieving mental stress. Moreover, communication with team members becomes authentic through incorporation of reliable evidences.	1 month
Teamwork skill	Implication of team rules Allocation of responsibilities based on potentiality of team members.	Internal conflict among team members is avoided through conduction of tasks according to established rules. Apart from this,	2 months

		delivering clarification to team members provides a wider opportunity to improve to accept the rules that are structured for betterment of team performances. Linking with similar context, task is conducted through implication of diverse ideas and thus leads to generate a creative idea to achieve goals.	
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Table 1: CDP

(Sources: Influenced by Levecque *et al.* 2017)

Evaluation of skill and knowledge that contributes working environment

Communication skill is required for maintaining a healthy relationship with stakeholders within an organisation. Moreover, motivation is maintained within an organisation through transferring information by elimination of distracting aspects. Preferences to others' beliefs are offered through implication of active listening approaches. I build up my confidence level through collection of relevant information by conduction of efficient interaction with team members. However, poor researching skill genomes obstacles in developing decision through interpretation of multiple researching areas. As stated by Bucăța and Rizescu (2017), work effectiveness is increased through execution of interaction among team members. However, adaptability skills are for managing multiple tasks that are recruited for enhancing organisational performances. Moreover, flexibility has been incorporated within an organisation and is sustained through involving educated employees.

My technical skill supports me to adopt changes that occur with technology for boosting performances rate. I have become capable of utilizing my interpersonal abilities which are identified from my role-play session and support me in constructing professional relationships with team members. As suggested by Morreale *et al.* (2017), discipline has been maintained within an organisation through execution of tasks in a proper manner. On

the other hand, creativity has been maintained within an organisation through maintaining motivational working ambiances.

Analysis of readiness for employment

Critical thinking skills are required for conduction of tasks within an organisation. Moreover, career planning is required so that the team gets a scope to achieve the goal. Problems of an organisation are solved in a proper manner so that profits are gained in an effective manner. However, mentioning skill so that internal information is provided to interviewer at workplace. Moreover, personal growth occurs among individuals through following guidance that are provided by leaders within an organisation. As analysed by Mee *et al.* (2018) learning experiences has implications for developing employability skills. Additionally, task managing capability is developed through determination of changes occurring at workplaces. Employability skills get promoted through guidance that is offered by leaders within an organisation. Deadlines are followed through application of time management skill which I have determined. On the other hand, the purpose of finishing a task has been estimated by an individual through implication of task managing potentiality.

Offering career guidance to employee increases scope to developing their drawbacks through collection of information which are provided by leaders. Professionalism is explored among employees through engaging in a training session so that complications are discarded. Critical analysis of issues through integration of multiple developing areas helps an organisation in achieving their goals. Mohamad *et al.* (2018), predicating capability of an individual increases through application of employability skill. I have developed decisions through prediction of issues that may occur through analysing previous issues occurring in organisations.

Determination of personal strength and weakness

Strength

MS Word has been managed by me in an effective manner so that my previous organisation got a scope to generate accurate decisions regarding issues in terms of implication of evidence. On the other hand, MS excel are handled for recording of numerical data which brings relevancy in my analysis. Judgement over information is executed accurately through involving experts by using my communication skills. Issues within information have been clarified by supervisors. Laguador *et al.* (2020) claimed in an article that feedbacks which are provided by employers so that weaknesses are determined efficiently. In addition, feedback is evaluated by an individual through activation of critical thinking skills. Moreover, performances of an organisation are improved through evaluation of information which is allocated for betterment of a sector. On the other hand, breakdown of complication through application of critical thinking skills helps me to solve issues by interaction with management.

Creativity arose among my personal behaviour through using my critical thinking ability. Additionally, I have become capable of using my creativity skill within a news organisation that is hiring employees for managerial posts. Laguador *et al.* (2020) highlight in an article that employability opportunities have been provided to an individual to become efficient to link existing experiences and knowledge to practical circumstances. On the other hand, innovative strategies will be developed by me through gathered information through interactions. Technical skill gets connected with my creativity skill and promotes my self-esteem for achieving organisational targets.

Weakness

Organisation gets a scope to improve organisation activity through improving teamwork skill so that effective performance is offered to clients. In addition, deadlines are not fulfilled which I have realised due to selection of tasks based on their priorities. Furthermore, I need to construct schedules so that times are allocated by me according to activities that are present within a task. As analysed by Azmi *et al.* (2018), researching skills are important for generation of strategies so that issues are overcome by an individual. On the other hand, unique performances have been submitted to an organisation through a collaboration of multiple ideas within a team. Moreover, team performances get boosted up through implication of personal knowledge.

Construction of employment goals

Industrial aim has been linked with included organisations so that employees get a scope to determine objectives which they need to follow. Moreover, vision and mission have been adopted by an organisation through evaluation of internal capability. AV and Aithal (2018), management issue has been handled in accurate manner through execution of a task by analysing issues occur within a company for not linking with employment goals. On the other hand, company policies are aligned with regulations that are published by the host country for offering security to employees regarding achieving goals. Training is arranged by an organisation through evaluation of requirements of clients from a specific industry. I have analysed requirements of this employment goal in a previous organisation which supports me accepting changes to occur in a company. Adapting capabilities are increased within my personal behaviour through determination of my employability goal.

Personal action plan

Personal developing areas	Actions	Impact	Time
Task management skill	Involvement in multiple tasks based	All task is performed according to their	1 month

	on its priorities Time are highlighted by me so that complication does not occur while managing different assignments	importance.	
Time management skill	Schedules are structured through evaluation of task time. Activities are determined so that its during becomes accurate	Deadlines are achieved by employees	2 months

Table 2: Personal improvement plan

(Sources: Created by Author)

Conclusion

Internal capability has been analysed through application of Gibbs reflective model. Additionally, personal feelings have been determined while involved in interview session. Moreover, the requirement of employment goals has been analysed in this report. Moreover, career developing concepts have been analysed based on role play that are conducted among interviewee and interviewer. Supporting this fact, employment readiness has been analysed so that complications regarding recruitment are reduced in a company. Strength and weak needs are focused so that personal development plans are conducted.

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