

BMSK4005 Professional Career Development

Jaheed Jabbar

1709655



Personal development is not an action; it is a process which requires a plan to be performed periodically. In a career, one needs to take proper action to achieve in future in order to possess satisfaction regarding his/her goal. Career development is a plan about future status or a self esteem. Thus, this requires one's own plan rather than of the superior or the organization, partner, employer or even parents, since the personal development is in the hands of a person not with guides. They look for the enhancement of the firm not the employees more preciously. We can understand this with a help of an example:

Ron had been in his current position for three years, and his job was comfortable. He knew what was expected of him, his director was great, and his teammates were his friends. Life was good. Another six months passed and Ron started to watch the clock. The 5.30 p.m. countdown became a daily ritual, and, by Wednesday each week, Ron was in Friday mode. He wanted more excitement and challenge: the status quo wasn't cutting it anymore, and he needed something to change! Surely he'd been with the corporation long enough to deserve a promotion of some kind? At least reassignment of job, or a change of office.

Unfortunately, Ron hadn't figured out that his boss and his company weren't responsible for his career satisfaction. No one had let him in on the secret that if he do the same thing today as he did yesterday, the results are likely to be no different tomorrow.

So, one should proactive, take charges and change the way they imagine about their career i.e., they need to change their career plans accordingly when the previous plans are satisfied or fulfilled. They take the control of their career rather handing it to others. This realizes that, this is the only mode which makes you to achieve your goal as development in personally or professionally, is to think about where you want to go, put in place a plan to get there, and then start moving.

Before moving to plan personal development in career they need to understand their skills in each stage of career development. To this self assessment is very necessary. With a help of below questionnaire one can identify the area for career development:

Learning Style Questionnaire:-1

Often, it is the mastery of several key competencies that allow people to be successful in developing their careers. As you read the following list of career management behaviours, assess your own level of proficiency in each area of our career development model using the following scale:

Not True (1) | Somewhat True (2) | Very True (3)

Self-Assessment Competencies

- ☐ I know and value my personal strengths and abilities _____
- ☐ I know how I am perceived by others _____
- ☐ I can realistically assess my career in relation to performance feedback _____
- ☐ I know and appreciate my career values _____

- I know and value my personality type and work style _____
- I know and can articulate my career interests as they change _____

TOTAL SELF-ASSESSMENT COMPETENCY SCORE_____

Career Awareness Competencies

- I know what makes work environments personally satisfying and productive to me and am able to create these environments _____
- I understand the culture of my workplace_____
- I am able to identify desired organizational values and goals _____
- I understand industry changes and their impact on my career effectiveness _____
- I have a sense of future options and opportunities for my career _____
- I am effective at building relationships and support systems for my career growth _____

TOTAL CAREER AWARENESS COMPETENCY SCORE_____

Goal Setting Competencies

- I am able to set goals consistent with performance feedback I have received _____
- I know how to create a vision of the ideal job and ideal job environment for myself _____
- I know how to align my individual career development goals with my organization's goals _____
- I believe I am the one in control of making key career decisions for myself _____
- I am able to balance priorities and understand why this is important_____
- I accept that the future is constantly changing and requires regular re-assessment of career goals. I take actions to adjust my goals accordingly. _____

TOTAL GOAL SETTING COMPETENCY SCORE_____

Skill Development Competencies

- I am able to identify areas of needed skill development through self-assessment and through career development conversations with others _____
- I have the ability to attract and create development experiences on and off the job _____
- I understand the positive impact of my skill development on the organization's future _____
- I am able to use my membership in professional associations to identify trends, skills, and resources for my career growth _____
- I seek opportunities to learn new skills on a regular basis _____
- I stay up-to-date and engaged in my career field _____

TOTAL SKILL DEVELOPMENT COMPETENCY SCORE_____

Career Management Competencies

- I handle organizational and industry changes effectively and resiliently _____
- I take actions to balance my personal, social, and professional life _____
- I know how to effectively manage up through seeking information about my supervisor's goals, problems, and pressures on an ongoing basis _____
- I persist in career development efforts even in the face of setbacks _____
- I optimistically view new opportunities as possible and attainable _____
- I am willing to take personal responsibility for my own career development _____

TOTAL CAREER MANAGEMENT COMPETENCY SCORE_____

Scoring Your Career Development Model Proficiency Assessment

1. Total the scores in each proficiency area so that you have a number (ranging between 6

and 18) for each area. Write that number on the TOTAL line at the bottom of each area.

2. Transfer your 5 TOTAL scores here:

Self-Assessment Competency Score (___)

Career Awareness Competency Score (___)

Goal Setting Competency Score (___)

Skill Development Competency Score (___)

Career Management Competency Score (___)

3. The area in which you have the LOWEST score may be the best area for you to begin your career development process. You can then pursue any or all of the other competency areas.

4. It is not necessary to be highly proficient in all of these areas. Rather, focus on leveraging the competencies you are good at, while continuing to work on developing your abilities in the other competencies.

Other than this learning style, Peter Honey and Alan Mumford produced a questionnaire that can identify the preferred learning style. They identified four distinct style that suggest that most of the people follow only one or two of such style and that different learning activities may be better suited to definite styles. Knowing the self predominant learning style helps to judge how likely an activity is to be helpful for development. This learning style is popularly termed as Honey and Mumford styles. The four distinct styles can be briefly understood as follows:-

- a) Activists:-**Activists are people who learn by doing. They like to involve themselves in new experiences, and will 'try anything once'. They incline to act first and consider the consequences afterwards.

Activists learn best when:

- ❖ Involved in new experiences, problems and opportunities;
- ❖ Able to lead a group;
- ❖ Working with different in problem solving, games, etc.,.

Activists learn least when:

- Listening to lectures or reading long explanations;
- Reading, writing and thinking on their own.

- b) Reflectors:-**Reflectors learn by observing and thinking about what happened. They like to consider all the possible dimensions and implications before coming to a conclusion. They spend time listening and observing, and tend to be cautious and thoughtful.

Reflectors learn best when:

- ❖ Able to stand back and observe first;
- ❖ Given time to think and investigate before commenting or reacting;

Reflectors learn least when:

- forced to take a lead in a group;
- doing things without preparation;
- Rushed by deadlines.

- c) Theorists:-**Theorists like to understand the theory behind the actions. They need models, concepts and facts in order to understand. They like to analyse and synthesise, and feel uncomfortable with subjective judgements.

Theorists learn best when:

- ❖ an activity is backed up by ideas and concepts that form a model or theory;
- ❖ in a structured situation with a clear purpose;
- ❖ they have the chance to question and probe;

Theorists learn least:

- in situations that emphasise emotions and feelings;
- when activities are unstructured or ambiguous;

d) Pragmatists:-Pragmatists are keen on trying things out. They look for new ideas that can be applied to the problem in hand. They like to get on with things and tend to be impatient with open-ended discussions; they are practical, down-to earth people.

Pragmatists learn best when:

- ❖ there is an obvious link between the topic and a current need;
- ❖ they are shown techniques with clear practical advantages;

Pragmatists learn least when:

- there is no immediate practical benefit;
- It appears to be 'all theory'.

So if we have a strong preference for the Activist learning style, for example, we may provide plenty of new experiences but failing to reflect and conclude from them. To become a more effective learner one should engage with each stage of the cycle, and that can mean using activities and styles that may not be normally chosen.

Steps in Personal Development Planning

Personal Development Planning is an organised way of doing just that. Essentially, it requires following three steps:

- First, one should understand about themselves and set meaningful goals.
- Next, they need to define those goals in terms of what they want to attain and the steps they need to take to reach there.
- Finally, they identify gaps in their skills and experience, and they should create an action plan to fulfil them, so that they can move towards their final goal.

We shall understand this sequentially:

1. understanding about oneself and setting up of goals:-

Personal Development Planning is all about creating an eternal goal for career, and then thinking about how to achieve it. However, before knowing what you want to do in the long term, you need to reflect on your current situation. What are good for you? Where do you need to improve? What opportunities are available? And, are there factors beyond your control that could have an impact on set goals? To answer these questions, we've acquired a classic business tool, SWOT Analysis. This can be applied to understand about the personal situation. By using this, one can gain a solid understanding of where they are now, and they can think about where they want to go? Following will be the chat of SWOT Analysis that leads one to understand about their Strength, Weakness, Opportunities and Threats in their Career, Which helps to take a good decision.

Strength	Weakness
➤ Good catch over the languages	➤ Get bored soon.

➤ Enthusiastic to learn new things in workplace. ➤ Ability to work as Team. ➤ Good leadership qualities.	➤ Aggressive ➤ Family person
Opportunities ➤ Web designing ➤ Comfortable with any of the workplace provided with regard to area or geographical location.	Threats ➤ Increased skill development in employability. ➤ Implementation of artificial technology in the industry.

2. Defining Career Objective or Goals:-

A Career Mission Statement is very personal, which means that there's no formula for writing one. For example, one person might choose a very specific mission such as, "To be a CEO by the time I'm 40." Another could be less specific: "To make a real difference, and to enhance the quality of care for the elders in my town." It's important to spend some time drafting Career Mission Statement until its punchy and motivating, and it states where you want to go.

A Note on Goal Setting to be made by using the SMART mnemonic to set precise, motivating goals. SMART stands for:

- **Specific** – make sure that your goal focuses on one particular outcome.
- **Measurable** – there must be a definable end point, so you know exactly when the goal has been accomplished.
- **Achievable** – you must be reasonably able to accomplish your goal, otherwise it will frustrate you and undermine your self-confidence.
- **Relevant** – goals must relate to what you're ultimately trying to achieve.
- **Time bound** – there has to be a time requirement, otherwise you may never push yourself to accomplish your goal.

3. Personal Development Plan

With a help of a worksheet we can prepare personal development plan for self and can be scrutinised periodically to identify the distance between the accomplishment and the current performance. For example my worksheet of personal development for the next 5 years will be as follows:

Name	Current Position	Date Started	
XYZ	Financial Assistant	12-03-2017	
Career Mission Statement (What you intend to accomplish, and why)			
To be the head of financial department by the age of 47			
Major Career Goals (What you need to accomplish in the medium term to further your mission)			
Goal: to accumulate promotions in the department	Target Date: 31-03-2020	Goal: increasing the pay scale with increased performance	Target Date: 31-03-2025
Goal: to get the required certificate of higher	Target Date:	Goal: to acquire the position of head of the	Target Date:

education necessary for further promotion	31-03-2030	department with required qualification and experience	31-03-2035
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Skill Assessment

A: I have accomplished this skill/ I demonstrate high competence

B: I have this skill/competency but some improvements could be made

C: I need to improve this skill/competency

D: I need to put in considerable work to develop this skill/competency

E: I need to acquire this skill/ develop this competency

Skill	Rank			
	Now	6 months	1 year	3 year
1)Critical thinking/Cognitive skill	A	A		
2)Problem Solving	B	B		
3)Decision Making	B	B		
4)Oral& Written Communication	A	A		
5)Self-Management	C	B		
6)Team Work	B	B		
7)Listening Skill	C	C		
8)Influencing Others	D	C		
9)Researching Skills	D	D		
10)Business Awareness	B	B		
11)Leadership	B	B		

Recruitment process from Employer's perspective:

How does the recruitment process work? It depends on the company and what methods the company uses to find applicants for hiring. However, most large and some small employers have a formal process that it followed to recruit and hire new employees.

Steps in the Recruiting Process

Before recruiting an applicant for a job position, a company goes through a step-by-step hiring process. This process has three key stages, including planning, recruitment, and employee selection.

Human resource planning is when a company settles on the number of employees they are looking to hire and the skill sets they require of these employees. The company must then compare their needs to the expected number of qualified candidates in the labour market.

The recruitment phase of the selection process takes place when the company tries to reach a pool of candidates through job postings, job referrals, advertisements, college campus recruitment, etc. Candidates who respond to these measures then come in for interviews and other methods of evaluation. Employers may check the background of prospective employees, as well as check references.

Employee selection is the process by which an employer evaluates information about the pool of applicants generated during the recruitment phase. After assessing the candidates, the company decides which applicant will be offered the position.

Types of Recruiting

Some companies work with a recruiter to find applicants, especially for higher level jobs.

Other companies will use social networking sites and LinkedIn to recruit, in addition to using traditional means of recruiting like posting help wanted ads in newspapers and listing jobs on job boards like Monster or CareerBuilder.

Many employers, especially large scale or multi-national companies, may not actively recruit candidates, but do post open positions on their company website.

Job Applications

How applicants apply for jobs depends on the organisation, as well. Some organisations use talent management software to accept applications for hiring and to screen and select candidates to interview.

In other cases, the job application process will demand applicants to submit a resume and cover letter via email. Some employers still prefer that applicants apply in person.

As part of the application process, candidates may be asked to take a talent assessment test to see if their background matches the company's requirements. Job applications and test results will be reviewed and selected candidates will be invited for a job interview.

Job Interviews

As candidates move through the interview process they may be interviewed several times prior to receiving a job offer or a rejection notice. Companies will also run background checks, reference checks, and possibly a credit check as part of the recruitment process.

The candidate may be offered a job contingent upon the results of the checks or the checks may be conducted prior to the company presenting a job offer to the candidate they have chosen for the job.

Here are the steps in the recruitment process, which will vary based on the company's recruiting strategies.

Every company has its own recruiting strategy, so it's necessary to conduct a multi-faced job search and to be sure you're job hunting where companies can find you.

Steps in the Hiring Process

- **Listing Jobs on Company Websites:** Most of the larger companies, and many smaller companies, attach available jobs on their company website. Job applicants can search for jobs, enquiry of job listings and apply for jobs online. Job seekers may be able to set up job search agents to notify them via email of new openings. Some companies schedule interviews online, as well.
- **Posting Jobs Online:** Companies that are actively recruiting candidates will not only post jobs on their website but will also post jobs on job boards, job apps and other job sites. Jobs may be posted on general job boards like Monster and/or on niche sites like Media Bistro.
- **Using LinkedIn:** Companies may attach open positions on LinkedIn, the professional networking site. In addition, companies may search LinkedIn to find candidates to recruit. LinkedIn Groups are another venue that employers use to post jobs and find applicants.
- **Social Recruiting:** Companies are increasingly using social recruiting to source candidates for hiring on Face book, Twitter and other social networking sites, as well as to investigate applicants they are considering hiring. Firms may use Face book apps to recruit or have a Face book page dedicated to careers with the company. On Twitter, companies may tweet job listings and source candidates to recruit.
- **Job Application Process:** Here's information on the entire job application process including applying for jobs, resumes and cover letters, applicant testing, background and reference checks, interviewing and the hiring process.
- **Interview Process:** The interview process isn't a matter of getting called for a job interview, interviewing and getting a job offer. In many cases, it is complex and may involve multiple interviews. Here are the steps involved in the interview process.
- **Hiring Process:** Here's an overview of each step in the hiring process, including applying for jobs, interviewing, employment testing, background checks, and job offers, along with tips and advice for each step in the hiring process.

As we stated above recruitment process begins from identification of job vacancies in a company. Now, let us create a vacancy for the post of financial assistance in a company. Due to the development in the field of social science, it is necessary for every company to manage its sources of funds effectively and efficiently. This leads to the proper utilisation of funds in the firm. In this area a person with familiar to accountancy and investment expertise can share his knowledge with regard to management of funds. Thus, we are going to discuss about the recruitment process while hiring a financial assistant.

Recruitment Process for hiring of a Financial Assistant

As recruitment involves basically, two types :- 1) Recruitment from internal source and,

2) Recruitment from external source

1) Recruitment from internal source

There are sound reasons for recruiting from sources within the organisation:

- ✓ The ability of the recruit is known so it is easy to assess potential for the next level. By contrast, assessments of external recruits are based on less reliable sources, such as references, and relatively brief encounters, such as interviews.

- ✓ “Insiders” know the organisation, its strengths and weaknesses, its culture and, most of all, its people.
- ✓ Promotions from within build motivation and a sense of commitment to the organisation. Skilled and ambitious employees are more likely to become involved in developmental activities if they believe that these activities will lead to promotion.
- ✓ Internal recruitment is cheaper and quicker than advertising in various media and interviewing “outsiders”. Time spent in training and socialisation is also reduced.

2) Recruitment from external source

External recruiting methods can be grouped into two classes: informal and formal. Informal recruiting methods tap a smaller market than formal methods. These methods may include rehiring former employees and choosing from among those “walk-in” applicants whose unsolicited résumés had been retained on file. The use of referrals also constitutes an informal hiring method. Because they are relatively inexpensive to use and can be implemented quickly, informal recruiting methods are commonly used for hiring clerical and other base-level recruits who are more likely than other groups to have submitted unsolicited applications. Former students who are participated in internship programmes may also be easily and cheaply accessed.

Formal methods of external recruiting entail searching the labour market more widely for candidates with no previous connection to the organisation. These methods have traditionally included newspaper/magazine/journal advertising, the use of employment agencies and executive search firms, and college recruitment. More often, now, job/career fairs and e-Recruiting are reaching the job seeker market.

In this recruitment process, it is better to consider the recruitment from external sources rather than internal sources. Since they avail jobs to the job seekers, where an employer finds variety of applications with different qualification if recruited, results in the further development of the organisation and improves its credibility. Thus recruiting from the external source provides variety of knowledge, expertise, experience, research etc.,

Job Description

Job description for the post of financial Assistant includes, Investment plans, auditing responsibility, maintenance of records of transactions.

Personal Specifications

- ❖ Graduation from any reputed universities of the world.
- ❖ Candidate should complete the certificate courses relating to taxation or investments or auditing.
- ❖ Candidate should possess the age between 23 to 30
- ❖ Candidate should have good catch on oral communication.
- ❖ Should possess the experience of at least 2 years in the financial department.

Interview Questions

- a. Self introduction
- b. Family background

- c. Past experience and working strategies.
- d. Opinion on recent trends or disasters in financial market or financial areas.
- e. Basic knowledge of financial terminologies
- f. Future ambition.

To conclude, personal development place vital role in the development of career as well as the organisation since, the interest of an employee place a very predominant place in the success of an organisations. This personal development plan helps to review the career progress periodically and meets the current trends or requirement of the organisation as well as an individual employee. By understanding the requirement while filling the vacancies an employer must have, his/her own recruitment strategy which enables the recruiter to impart best employee to the organisation who hopes for the further development by himself along with the development of the organisation. Thus, every employer must understand the requirement of the organisation as of the current trends and work for the refinement of the organisation.

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