

Employability

EMPL4007

INALDINA DA COSTA

STUDENT ID 1604597

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INTRODUCTION

The term employability entails with capability to acquire initial employment, obtain new employment and maintain the existing ones if requires. In other words, employability involves a set of skills, understanding and personal attributes which makes an individual more likely to choose as well as secure occupations in which they can be successful and satisfied (Schomburg and Teichler, 2011). These are certain important things to know about employability for a person's career: - career ownership, security lies in employment, life long learning etc. The present assignment is based upon Tesla Inc., that is specialised in energy storage, electric vehicles and solar panel manufacturing. The firm was founded in 2003 and now its overall revenue is US \$11.76 billion. Apart from this, the report will describe purpose of job description and person specification.

TASK 1

Explain the purpose of job specification and person specification

Before understanding the purpose of job and persona specification, readers have to know about recruitment and selection process. The recruitment process seem daunting for small and large business associations, it refers with filling vacant position at workplace by finding suitable person for the job. Although, the term person specification is one of the crucial part for recruitment as it describes entire information about qualification, experience, knowledge, skills and further attributes that a candidate should posses in order to perform their roles and duties (Tymon, 2013). A person specification ensures you are assessing a candidate on their abilities related to the role. It supports to communicate equal opportunities policies within the recruitment culture of a business. Along with this, at the time of selection, person specification assists to do all take appropriate decisions. Furthermore, it can be also used to write own advertisement for job position.

Person specification of HR professionals

Summary – Responsible for all HR tasks and activities for the company; provide them advice, assistance and follow up on company policies, procedures and documentations. In addition, coordinate the resolution of specific policy related and procedural problems and inqities.

Location: United Kingdom, 30/12 London street.

Department – Human resource department.

Relationship – Reports to department manager, Supervise two casuals.

Job purpose – To provide best human resource services in accordance with organisational policies and procedures and thus accomplish firm's goals and objectives.

Key work area and duties

- Liable for all human resource activities, i.e. training and development, employment, compensation and labour relations etc.
- Interview of job applicants by reviewing application, then evaluate skills of candidates and formulate recommendations.
- Develop and manage relations with employment agencies, universities and further recruitment sources.
- Prepare, process and distribute payroll.

Other duties

- Perform specific research/investigation activities into operational issues as requested.
- Provide on the job training to new employees.
- Understanding adhoc project work

Job description – When a firm place a vacancy, it is essential to spend thinking about what they want from candidate. Thus, a job description provides entire details about job duties and responsibilities along with the objectives of job role as well as requirements need for the same. An effective job description helps to recruitment consultant to select a perfect candidate who is capable to perform all assigned tasks and activities (Nelis and et. al., 2011). Along with this, job description encompasses with job title and job position for which they are advertising.

Job description of HR professionals

Reporting to – Field team HR manager

Salary - £18000 per annum.

Timings – 8 hours in a day.

Organisation name – Tesla Ltd.

Overall objective – The main function of HR department is to render a full and effective range of support service to all staff members of Tesla Ltd., ensuring that accurate records and

databases are created and maintained and suitable practices are followed that are in line with legal and ethical requirements.

Key duties and responsibilities: -

- Recruitment and section -
- Advertising the vacancies in Monthly update.
- Regret and vacancy filled letters.
- Maintaining personal files and producing starter packs with the HR administrator.

Record keeping –

- Ensure all HR administration is completed accurately and efficiently, to include filling of correspondence, dealing with post & emails.
- Provide references for mortgage, employment and benefit agencies.
- Monitor and records all information about existing employees of the company.
- Issues and renew ID cards for employees.

Personal development -

- HR meeting as a team on a weekly or monthly basis.
- Training while the meeting is to be organised by the team.
- Regular meeting with own administration.

TASK 2

Prepare a CV and importance of skills and knowledge

INALDINA DA COSTA
902 GREEN LANE
Dagenham Essex
RM8 1BX
Mob: 07402529222
Email: inaldinacosta3@hotmail.com

**Personal
Statement**

A hard-working individual who combines the knowledge I have acquired for the job at hand, am capable of working on my own or working as a part of team. Always willing to learn new skills in order to progress and to build a successful career.

As an individual, I believe I have always had good communication skills, good organisation skills, a positive approach to life, as well as a great sense of humour. I'm a good listener, open-minded and tolerant of others.

I am a degree student the skills for the work place programme in the university of wales TSD who has an extensive experience in retail and customer service. Throughout my career, I have gained valuable insight into the operational requirements of the retail industry. My communication skills provide me with the foundation to create and maintain strong professional relationships with colleagues and clients. My interpersonal skills allow me to adapt easily to new working environments. I collaborate effectively within a team, whilst maintaining the self-discipline to deliver independently.

Key Skills

- | | | |
|----------------|-------------------|--------------------|
| ✓ Retail | ✓ Sales | ✓ Customer Service |
| ✓ Payments | ✓ Reconciliations | ✓ Stock Control |
| ✓ Organisation | ✓ Communications | ✓ Targets |

Languages

- | | | |
|--------------|-----------|-----------|
| ✓ Portuguese | ✓ English | ✓ Spanish |
|--------------|-----------|-----------|

Qualifications

Skill for the work place programme - university – In Progress

Business

All previous studies completed in Portugal and is GCSE equivalent also did a three years nursery from 2005-2008.

Full driving license

Professional Experience

Team Member Greegs

June 2016 currently

My primary responsibility was to provide excellent and efficient levels of service at all times. My duties included, but were not exclusive to:

- ❖ Ensure all customers received a productive and enjoyable service;
- ❖ Providing advice to assist customers with their purchasing requirements;
- ❖ Processing payment transactions;
- ❖ Maintaining a visually presentable establishment;
- ❖ Taking deliveries and conducting stock control checks.

Sales Assistant Delaware North Company UK

September 2015 to April 2016

My core duties were to assist the customers with their purchasing requirements:

- ❖ Maintaining a current knowledge of products and offers to be able to provide customers with advice;
- ❖ Assisting customers with any enquiries and issues they had;
- ❖ Delivering consistently high standards of customer service;
- ❖ Adhering to all sales targets;
- ❖ Conducting stock replenishments where appropriate;
- ❖ Maintaining a tidy and clean store.

Crew Assistant McDonalds

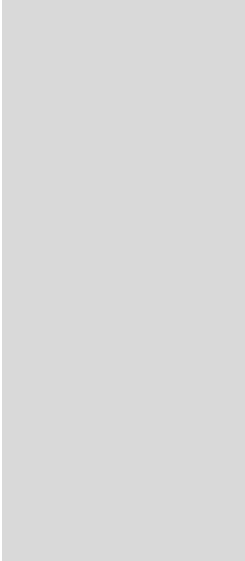
December 2014 to September 2015

My main responsibilities were to prepare customer orders and provide high standards of customer service:

- ❖ Ensuring the premises were hygienically clean, and adhered to health and safety standards;
- ❖ Processing customer food and beverage orders.

MacLellan cleaning services

January 2010 to November 2014



Cleaning carpet and upholstery
Stripping and re-sealing floor coverings
Industrial cleaning of new buildings

REFERENCES ON REQUEST

Importance of skills and Knowledge – In this competitive era, it is essential for management to ensure about skills and knowledge level of employees because adequate skills generate new and innovative ideas to perform specific task or activities in the best possible manner (Hinchliffe and Jolly, 2011). Along with this, to improve individual's skills level, human resource manager of the company also organises special training and development programmes that renders opportunities to employees to expand their knowledge which will boost up their thinking level as well. Appropriate skills and competencies also beneficial in raising performance level of staff members by giving them a greater understanding of their roles and responsibilities as well build confidence.

If employee have adequate skills, then will easily attain and retain within organisation and top management also provides them all necessary benefits. It results, improving employee' morale as well as satisfaction level. Therefore, investment in staff development activities shows they are worth for the company and it feels them challenged and appreciated because only few people have capability to do a task or activity.

TASK 3

Brief description about team working and decision making

STAR model – Business associations formulate a framework that includes certain policies which are in control of management and influence individual's behaviour.

The model encompasses with four aspects, such as-

- Situation - It is all about setting the scene, giving a context and background to the situation. At the time of interview, the interviewer present certain challenges in front of candidates as well as a situation in which they find themselves (Green, 2011).
- Task – It entails what is going to be accomplished. Here, HR manager is developing a plan regarding how to accomplish the situation. For this, various performance improvement methods are used which emphasis on target instead of completion of task. For example- in job interview candidates who set their own targets rather than imposing task are liable for attaining goals and objectives of a business organisation. Recruitment consultant also focus on intrinsic motivation in order to perform and to develop their performance.
- Action: It entails what have been done. Here, job interview will be looking about what and why they did as well as also identifies the alternatives.
- Results: the last aspect entails what was the outcome of actions and what has been achieved by such actions and whether objectives have been met or not.

Team working – Working in a team with cooperative manner is vital for every business organisation. As it supports in improving performance level of team members. In a group of 3 or 4 persons, people have different nature and . Behind completion of every great task there is great team (Wilton, 2011). In context of Tesla, team work is associated with increasing efficiency. For driven up employees' performance level Tesla can acquire STAR model in order to accomplish all tasks and activities in an effective manner. For example – if team members are well known about how to deal situations and determine the best ways to react at this time; it results increases their thinking capability and doing activities. On the other hand, it is the responsibility of team leader to guide subordinates towards how to perform specific actions; if every individual has set

their own targets, then would raise chances of completion of an working activity in successful manner.

Decision making – In order to grab opportunities from target market, it is essential for management to take fast decisions. Decision-making skills and assertiveness are both traits that appeal to employers. The ability to make effective decisions is a good leadership skill that earns favour with employers and can help you gain promotions (Cottrell, 2015). In Tesla, if people are more involved in decision making process then they highly involved in doing tasks in the best possible manner.

By considering the STAR model, it is necessary for managers to evaluate the actions and then develop suitable strategy for the same. For instance – a firm's human resource plans and policies govern with recruitment, promotion, rotation, training and development. Such policies are formulated in order to generate talent and then building up capabilities which are necessary while implementing strategic direction of the company. Furthermore, they also must be in harmony with the other design areas.

CONCLUSION

From the report mentioned report, it get analysed that human resource department is one of the crucial task for management; it assists to manage overall workforce within organisation. Employability refers with a person's capability in order to gain effective management of employees and it depends upon knowledge, skills as well attitude person possesses and the way they present those assets to employees. Along with this, it is essential for HR managers to prepare job description and person specification as to select best people to fill vacant position.

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