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INTRODUCTION

Employment is when an individual provides certain services for a company and in return they are paid a salary or an hourly wage. Many business owners take a great responsibility in setting out expectations for their employees. Highlighting these expectations is very beneficial to both the employees and the employers. Each company will set their own expectations of their employees and in return they will provide more for them. Employers will expect their new employees to come into their new role with an open mind in order for them to quickly grasp what needs to be done. They will expect them to take instructions from their training coordinator. Employees will be expected to be reliable, maintain good time keeping and attendance, stay for the required hours of work and give substantial notice if they cannot make it to work. It will also be expected by an employer for their employees to be professional, honest and appropriately dressed for work (Thompson Scott, 2018).

This report will discuss employment regulations and the responsibilities of employees and employers. Secondly, it will look at the recruitment process, where I will give a reflection on an interview role play exercise I did in week 9. I will then discuss my own position in the development of my career.

THE EMPLOYMENT RELATIONSHIP

Employment law regulates the relationship between employers and employees. Employment regulations consist of different statutes or acts that outline legal entitlements to certain conducts, benefits and rights from their employment. The main parts of the employment legislation are the Equality Act 2010, Employee Rights Act 1996, Data protection Act 1998 and the Working Time Regulations 1998 and the Working Time (Amendment) Regulations 2007 (Informi, 2021).

Equality Act 2010

This is one of the most important parts of the employment law which controls the relationship between employers and employees. This law was put in place to prevent discrimination against sex, religion or belief, pregnancy and maternity, race, sexual orientation, marriage and civil partnership, gender reassignment, disability and age.

The Employment Rights Act

This law focuses on upholding the terms and conditions outlined in the employment contract. It also enforces the rights of employees with regards to pay, dismissal and grievance, time off work, pensions, study and training, maternity, paternity, flexible working and termination of employment.

The Health and Safety At Work Act 1974

This law was put in place to ensure that employers provide a safe working environment for their employees to carry out their duties.

Data Protection Act 1998

Employers will need to record personal information about their employees. Through the data protection act, employers must follow certain guidelines in order to protect their employees information from being misused.

The Working Time Regulations 1998 and 2007

The working time regulations outline the required rest breaks for employees. It also set out the maximum amount of hours an individual should work each week, the amount of annual leave a person is entitled to, the limit on working nights, the procedure on assessing employees health and the required amount of time off for employees.

EMPLOYERS RESPONSIBILITIES

All organizations must ensure they follow specific regulations set out to protect employees rights. An employer must ensure they pay their employees at least the minimum wage, provide them with an itemised payslip and a safe working environment. They will need to offer their employees a 20 minute daily rest break if they are working over six hours each day, maintain a 48 hours average working week, provide their employees with paid holiday and ensure that they give one week notice for dismissal. Employers will also need to offer statutory sick pay to their staffs as well as redundancy pay, maternity, paternity, adoption and shared parental leave to those employees who are eligible (Willis Andrew, 2019).

EMPLOYEES RESPONSIBILITIES

An employee's most important responsibilities are to look after their health and safety, do not put their fellow employees and members of the public at risk, ensure they cooperate with their employers and that they have understood the health and safety policies. They will need to ensure that they have received the necessary training to carry out their duties. Employees should be mindful that the things that are provided for their health, safety and welfare are not

misused. They should also ensure that any form of injury that is sustained as a result of the job they are doing is reported. They will need to inform their employers if any change occurs in their life that could affect their ability to carry out their duties and employees that operate machinery should inform their employers immediately if they are taking any medication that makes them drowsy (NI Direct, 2020).

THE RECRUITMENT PROCESS

When an employer seeks to find the appropriate candidate to fill a vacant role they do through a specific process known as the recruitment process. The recruitment process involves job description, person specification, advertisement, application forms and short listings.

Job Description

The job description will provide applicants with the main responsibilities and duty of the role being advertised. It is a very important part of the application process as it allows the applicant to determine if they have the required skills needed for the position and if it is a role they would like to do.

Person Specification

A person specification outlines the required skills, qualifications, abilities and experiences that will be looked at during the recruitment and selection process. It helps the applicant to understand the complexity of the job role and it helps the recruiter to set a desirable criteria in order to identify the most suitable candidates.

Advertisement

The main purpose when advertising a job is to get the word out to as many candidates as possible. This allows the recruiter to have a wide variety of candidates to choose from and give them the best chances of finding the most appropriate person for the position. It also enables potential candidates to know about the company by letting persons know the type of work they do.

Application Form

Application forms are used as a selection tool by employers. With the information provided by candidates on application forms, employers use that to see if the candidate will be able to do the job, if they are motivated and if they will be a good fit in the organization. Application form questions help candidates as well to think about their skill set and be more self aware.

Shortlisting

Shortlisting is used to determine who is most suitable for the role and will be put forward to the selection process. It should be conducted by at least two persons using the criteria that was established in the person specification.

REFLECTION ON INTERVIEW ROLE PLAY

An interview gives the employers an opportunity to see if the candidates will suit the job description. It also in turn gives the candidate the chance to show the qualities they have to offer. In my interview role play i was asked to be an interviewer and an interviewee. In preparing for these roles I did a lot of research. I have never been an interviewer before but i have done a few interviews in my life, some have been successful and some have not. I felt I needed to do my research to gain a better understanding of what I did wrong in the interviews that were not successful and to know what was needed for me to successfully interview my partner. I looked into different types of job roles and read through the skills set that was needed for that role and then chose one based on my interest, qualifications and experience. I then completed an application form for that position, outlining my qualities and the reasons I thought I would be most suited for that position. For my interviewer role I was informed by my partner about her job role and with that information I created five questions to ask her in the interview. The morning of the role play I was very nervous even though we had done a few practice runs. In my research for this role play I watched a few videos of people being interviewed. This showed me the correct way to present myself in an interview. As well as my research I looked back at my personal experience in doing interviews and took what I learned there to the role play. While doing my role play i ensured i spoke clearly, kept eye contact, dressed appropriately for the interview and answered all the questions politely. This was noticed by the lecturer and both me and my partner were happy with the grade we got and feedback. This experience has helped me to be more confident when going for an interview. I realise now that the key to a successful interview is preparation. In the future doing research about the role being applied for will help me to be more prepared to answer any question the interviewer may ask.

CAREER DEVELOPMENT

Career development is the responsibility of both the employee and the employer. It is the process of choosing a career, improving your skills and advancing along your career path. It's a lifelong process of learning and decision making that brings you closer to your ideal job, skillset and lifestyle (McKay Dawn,2020). It is important that persons focus on their career development as it helps them to identify their strengths and weaknesses, then try to improve them. When trying to develop your career there are certain factors in a person's life that can influence them. Some of the factors that have influenced my career development are family obligations, personal characteristics and financial resources.

Family Obligations

Currently i have three children and one of them has a disability. I want to advance my career and I made the first step by signing up for a course at university but with my commitments to my children it is very difficult. My disabled child needs round the clock care and I have a three year old that also needs to be looked after as well. I am not from this country so i dont have the luxury of having an extended family to assist me. My husband helps out but he works as well so it is mostly on me to look after them. Furthering my studies has always been something i want to do inorder to enhance my career so I try to manage my time well so that i will be able to look after my children and have time for my studies.

Personal Characteristics

Each person is unique in their own ways, they have different personalities, interests, aptitudes and work related values. I find myself to be a people person, I enjoy a job where i am dealing with people and helping them and for that reason i would love to seek a career in human resource management.

Financial Resources

I will need to further the level of qualification I have to be able to gain a career in human resource management. To be able to gain this qualification I will need to enrol on a degree course at university therefore I will need to borrow a student loan inorder to pay for this course.

CONCLUSION

In the development of a person's career they will need to gain the necessary qualifications and training, seek and apply for employment and then try to advance in your career. Career development is a part of human development. It begins at a young age when an individual seeks different types of ways to earn money. This process can continue for a lifetime, it does not end because a person chooses an occupation.

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