

Professional Career Development

BMSW4005

Lecturer: Anita Nan

Assignment two: Report

**Ana-Maria Trusca
Student ID 2019595**

TABLE OF CONTENTS:

1. Introduction	1
2. Recruitment and selection	2-3
3. Self evaluation and VAK Learning	3-4
4. Personal development planning, SWOT analysis and SMART OBJECTIVES	5-6
5. Review of my understanding and expectations of the world of employment	7-9
6. Conclusion	9-10
7. Reference	10
8. Appendix	10-14

Introduction

In my own opinion, personal development is the pursuit of personal growth by expanding self-awareness, knowledge, also improving personal skills and there are two types of the latter: hard skills and soft skills.

A skill is the ability to do something and is typically developed through direct experience and training with that specific skill. (E.g.: time management).

Soft skills are those general attributes we possess that make better our interactions with other people on a daily basis regardless of the environment (workplace, family, friends or a shop etc).

These skills are related to our communication style, social manners, personality, attitude and are fundamental to how well we can build but also manage relationships at any given moment.

A hard skill is very specific, and most times is also job related as it includes knowledge about a core area and can be evaluated as well. (E.g.: Computer literacy).

This report will focus on the main subjects connected to personal development, self-evaluation, swot analysis, smart objectives and will conclude with my understanding and expectations of the world of the employment.

Recruitment and selection

In this course I had the opportunity to do a role play which included me playing the role of a manager (interviewer) and also the role of a candidate that applied for a job (interviewee).

Although the percentage of me not being successful in an interview was very small compared to the times I have actively applied to jobs throughout my career, playing these roles have massively helped me in understanding where my strengths were in the eyes of the interviewer but also my weak points.

Understanding fully where I was needing to be better, has opened me up to wanting to improve and correct where was necessary and without this exercise I wouldn't have had the chance to reflect on my interview strategy and how should look like.

Once we played both roles, we were given feedback by our tutor and caught my attention as she said that it is ok to have a somewhat relatable reaction before answering a question, but that it was quite repetitive and although it is genuinely part of who I am, I did realise that she was right.

Reflecting upon it, this reaction it is indeed something I would repeat during an interview. Although it is a subconscious reaction as part of my coping with stress mechanism that I have only discovered during this reflection, it is an important part I need to work on.

It has never occurred to me that under stress, my way of responding to questions could possibly change, but this exercise and the feedback received has demonstrated that sometimes we can behave in ways we don't think we do and we can always improve and make ourselves better if we're open to receive constructive feedback and are ready to take action.

Throughout my career I have also had the opportunity to interview possible candidates for the companies I was working at the time and while I did get some trainings on how to host these interviews, the majority of the times the questions I would have to ask were already

prepared as I had a mini script I had to follow in order to be able to assess the candidate.

However, this time around, I was able to create my own version of interview questions, similar to what I would like to also be asked in a possible future interview.

Doing this, has helped me massively to recreate the previous experiences in my head and analyse how the interview processes went. After doing this, I was able to create a few questions that while would give me an idea of the candidate, it would also show me how and if this candidate would be a suitable addition for the job and the company itself without following a script that would be given to me.

In real life almost never a feedback is given after an interview so the chances of improving and knowing exactly what went wrong are very small, unless you are willing to do the research on how to prepare for it, find the do's and don't from different sources (E.g.: internet, friends that have experience in this area, blog articles, actively asking for constructive feedback etc)

As an overall experience I have loved it and I wish I had the opportunity to do it more often in different environments as it was really helpful in so many ways from showing me my strengths and weaknesses as an interviewee but also as an interviewer.

SELF EVALUATION and VAK Learning

According to Indeed (2021) self-evaluation is nothing else than a review system in which an individual or employee evaluates his own performance over a given period. It aims to find out whether you have reached your goals, the skills you acquired and areas you need to improve.

There are many benefits of doing a self-evaluation such as: showcasing accomplishments, helps to assess strengths and weaknesses, makes you own mistakes and sometimes quantifies the value.

My own self-evaluation is constantly changing based on the areas I need to improve which are discovered when doing these self-evaluations or when attending a training course either from or for work or as recently, when attending this course's modules.

This course has given me insights into VAK Learning which until I studied it in the classroom, I had no idea existed. I did not know what VAK meant nor that I had a specific learning style.

VAK stands for Visual, Auditory and Kinesthetic (tactile) which based on a series of tests, determines every person's learning style in terms of the way the person learns best.

Visual learning style means that a person learns best when seeing, reading, write key words, takes notes.

Auditory learning style means that some people learn better when listening or speaking.

Kinesthetic is the learning style for those people who prefer touching and doing and that's how they learn best.

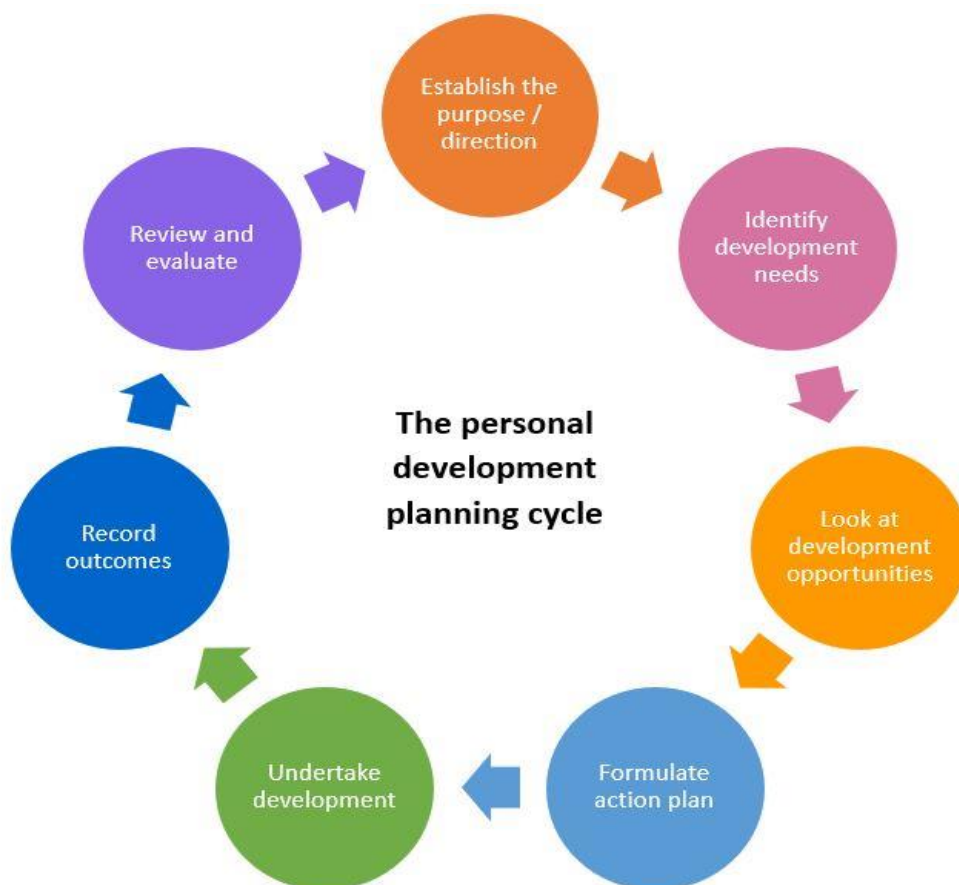
As Research Gate (2021) states, most people have a dominant or preferred style, however some have a mixed and balanced blend of the three styles.

During this module, I was able to take a VAK test to find out what was my learning style and turns out I am kinesthetic learner which means that my learning style involves physical experience such as holding, doing, practical hands on experiences. Knowing this, it actually made me understand why I never relied only on observing and listening to instructions unknowing the reason behind my own learning preference.

PERSONAL DEVELOPMENT PLANNING, SWOT ANALYSIS and SMART OBJECTIVES

Personal development planning also known as ' PDP ' is the process of establishing objectives or goals you want to achieve or where you want to go in the short, medium and long-term and also selecting appropriate activities to meet those objectives or goals.

The following chart shows how the entire process works:



(Eventus recruitment group, 2021)

Throughout the years I have improved many of my skills such as communication, time management, technical expertise by making use of

a PDP either in my work environment or in my personal life, depending on where the work was needed to be done.

All the objectives used for a PDP need to be SMART: Specific, Measurable, Actionable, Relevant and Time bound and what this means is that the goals need to be very narrow for effective planning, the evidence that will prove progress needs to also be trackable, must not be overwhelming otherwise you would give up before even starting but nor very easy, complementing other interests and responsibilities and lastly setting a realistic deadline to complete them will help focus and prioritise in order to achieve them.

For the purpose of this report, I will use a SWOT ANALYSIS I have completed at the beginning of the academic year on myself to identify what are my strengths, weaknesses, opportunities and threats that could potentially slow me down in achieving my goals and so that I can work on them and find some viable solutions that would realistically bring me closer to the end goal.

Strengths Personal characteristics Transferable skills Work experience Technical expertise Strong interpersonal skills Good communicator Leading and inspiring others Critical thinking Good organising skills	Weaknesses Limited academic education Lack of a bigger network Resources allocated for personal development Public speaking
Opportunities Train and educate by utilizing the resources available around me Strengthening my network Utilizing skills I already have in a different way Work on my personal development	Threats Competition in my field Pressure of the fast-paced market Changing government legislations

Review of my understanding and expectations of the world of employment

Employment law is the relationship between employers and employees and dictates the expectations an employer can have from employees, what employers can ask employees to do and also employees' rights at work.

There are some legal standards set such as: Common Law, Primary legislation: Acts of Parliament, Secondary legislation: regulations, European law, and European convention on human rights 1950.

Common law is also known as case law or precedent that has been developed by judges and courts.

Primary legislation: Acts of Parliament can also overturn case law decisions of the judges and is the most common way through new general rights and duties established.

Secondary legislation: regulations is laid before Parliament for approval in a simpler process than passing an Act.

When it comes to employment regulation European Union law has three principal aspects: treaties of the European Union, directives, rulings of the European Court of Justice and protects the rights of workers across the EU, however, according to Clyde & CO (2021) these laws operate differently in different member states as most EU employment law is created at EU level and is then brought into national law by each member state.

European Convention on Human Rights 1950. Convention was incorporated into law in the United Kingdom through Human Rights Act 1998 on 2nd October 2000.

All these employment laws come into play when it comes to any of the following: recruitment, employment contracts, data protection, pay and holiday entitlement, working schedule, health and safety at work, discrimination, discipline and grievance, dismissals, and redundancies.

There is no single act governing recruitment and selection and the most common is Equality Act 2010 which makes it unlawful for employers to discriminate job applicant or existing employees because of age,

religion, sex or sexual orientation, pregnancy or maternity, disability, gender reassignment or marriage and civil partnership.

When it comes to employment contract, the main piece that regulates many terms and conditions of employment is the Employment Rights Act 1996 which includes the right to be given employment particulars, disclosures and detriment, Sundays, time off and suspension, dismissal: notice and reason, unfair dismissal, redundancy payment and employer insolvency.

In the United Kingdom, the Data Protection Act 2018 implements the General Data Protection Regulation also known as GDPR which came into force in May 2018 and replaces the previous Data Protection Act 1998 and it refers to safeguarding important information and make proper and legal use. Breaching these rules can have severe penalties.

In terms of pay and holiday entitlement, the minimum amount of annual leave an employer must provide to a full-time employee is 28 days a year and bank holidays can still be counted. The rules cover England, Wales, and Scotland while Northern Ireland has similar provisions.

In the United Kingdom, working hours are governed by the Working Time Regulations 1998 and they limit the working week to an average of 48 hours and the working day to an average of 8 hours and gives employees the right to paid leave and rest breaks.

Health and Safety at Work Act 1974 require employers to ensure a safe environment for employees and includes carrying out risk assessments, publishing health and safety policy, appointing health and safety representatives and providing safety information and training.

Equality Act 2010 is the main piece of legislation that rules discrimination in the UK and courts and tribunals must interpret the Act in a way that is consistent with European Union legislation.

Discipline and grievance at work are ruled by the Employment Act 2008 and Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2008. The Acas Code of practice or disciplinary and grievance procedures is also of significant importance. It also states that employers and employees should do all they can to solve disciplinary and grievance issues themselves, but, if necessary, a third party should be used to help solve the problems. There is a

requirement for Acas early conciliation in most cases and the employment tribunal ought to be used as last resort.

Dismissal occurs when a contract is terminated with or without notice, a fixed – term contract ends and is not renewed, or an employee leaves the company with or without notice and they are entitled to do so due to their employer's conduct.

There can be an unfair dismissal and wrongful dismissal and the two are entirely different.

According to Xpert HR, a wrongful dismissal is a dismissal in breach of contract and the only relevant considerations for a court or tribunal hearing such a claim will be the contractual obligations of the employer and there is no length of service required for a breach of contract claim. Occurs most commonly where an employer dismisses an employee without notice or with insufficient notice under their contract of employment.

As Xpert HR stated, unfair or fair dismissal is a statutory rather than a contractual right and the determination of either is dependent on: the employer's reason for dismissal, whether the employer acted reasonably in treating this reason as sufficient to justify dismissing the employee and whether or not it followed a fair procedure. Except in defined circumstances, an employees must have a minimum of two years continuous service to qualify for the right to bring a claim of unfair dismissal which can be brought to an employment tribunal only, not the county court or High Court.

CONCLUSION

All points considered, it has been a productive learning journey, this module has allowed me to improve valuable skills such as public speaking and my knowledge that I can further use in my professional career and personal life.

I can see how all subjects discussed are connected as they allow anyone who makes use of them to improve, achieve any goals and be successful. Not only that, they also offer a structure to use to be able to improve every day and also the knowledge of employment laws that many employees aren't aware of.

Resources:

1. Prospects (2021). Available at:
<https://www.prospects.ac.uk/careers-advice/interview-tips/how-to-prepare-for-an-interview>. (Accessed: 3rd December 2021)
2. Indeed (2021). Available at:
<https://www.indeed.com/hire/c/info/self-evaluation-examples-and-tips>. (Accessed: 3rd December 2021)
3. Kolb D.A (1984) ' *Experiential Learning experience as a source of learning and development* ', New Jersey: Prentice Hall
4. Research Gate (2021). *Styles of learning VAK*. Available at:
https://www.researchgate.net/publication/317305325_Styles_of_Learning_VAK. (Accessed: 3rd December 2021)
5. Eventus Recruitment Group (2021) *Professional development cycle*. Available at:
<https://www.eventusrecruitmentgroup.com/blog/careerdevelopment/professional-development-planning-cycle/>. (Accessed: 7th December 2021)
6. Clyde & CO (2021) *An international guide to employment law across 28 countries – Europe highlights*. Available at:
[https://www.lexology.com/library/detail.aspx?g=6e59f071-8bdf-4ee8-8003-523daf192c4a#:~:text=EU%20employment%20law%20protects%20the%20rights%20of%20workers,law%20include%3A%20Working%20time%2C%20part-time%20and%20fixed-term%20work](https://www.lexology.com/library/detail.aspx?g=6e59f071-8bdf-4ee8-8003-523daf192c4a#:~:text=EU%20employment%20law%20protects%20the%20rights%20of%20workers,law%20include%3A%20Working%20time%2C%20part-time%20and%20fixed-term%20work.). (Accessed: 7th December 2021)
7. GOV.UK (2015) *2010 to 2015 government policy: health and safety reform*. Available at:
<https://www.gov.uk/government/publications/2010-to-2015-government-policy-health-and-safety-reform/2010-to-2015->

[government-policy-health-and-safety-reform](#). (Accessed: 7th December 2021)

8. Investopedia (2021) *Common law*. Available at:
<https://www.investopedia.com/terms/c/common-law.asp>. (Accessed: 7th December 2021)
9. Xpert HR (2021) *What is the difference between wrongful dismissal and unfair dismissal?*. Available at:
<https://www.xperthr.co.uk/faq/what-is-the-difference-between-wrongful-dismissal-and-unfair-dismissal/58377/>. (Accessed: 7th December 2021)

APPENDIX

Job application form

Application for [Bobbi Brown Makeup Artist educator] -

Your details

Name: Ana-Maria Trusca

Education and training

Please give details:

--

Qualifications

Please give details:

Tourism and Marketing Diploma
International Master Makeup Artistry
Pro Workshop

Employment history

Your current or most recent employer

Name of employer: Nars

Job title: Senior manager

Length of time with employer: 2 years and a half

Reason for leaving: branching out in the industry of educating

Duties:

Managing overall financial budgeting
Guiding the talent identification and development processes for a group
Working across functions with peers in other areas to ensure collaboration for shared goals
Working with directors for strategy development and execution planning
Communicating financial, goal results and KPI's to direct reports
Facilitating goal-level creation for broader function and working with managers to ensure the goals cascade to all staff
Approving hiring and firing within my area
Holding masterclass events when launching new products
Driving sales through all different virtual platforms used + increase sales in standing shops

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

Being a Nars senior manager has helped me getting comfortable in managing large groups of teams while starting holding masterclasses that have given a kick start to my career as an educator

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

I've applied to the job because while I loved working for Nars, I'd like to keep myself updated with a broadened knowledge and keep improving my skills as an educator to be able to reach people of all backgrounds.

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No. NO

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Chris Samuels Store leader
Nick Cable Store manager

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name: Ana-Maria Trusca

Signature: Ana Trusca

Date: 3 nov 2021

Interview questions

- tell me something about yourself that isn't on your CV
- What motivates you to achieve the company's objectives?
- Could you tell me what are your Strengths and weaknesses ?
- What skills would you bring with you to implement into our company if the interview would be successful and would get you to the next stage ?
- How has your experience prepared you for this role ?