

PROFESSIONAL CAREER DEVELOPMENT

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Introduction

This particular paper focuses on the role play application form based on a job description and person specification for their chosen job. The assignment further lays a scope for providing the reflection regarding the role play and the career development planning with the help of Gibbs reflective cycle. The overall knowledge and the skill that I have been able to gain from the study will be discussed in this particular section. In addition to this, I will also focus on providing the understanding I have gained from the study in terms of recruitment and selection.

Gibb's reflection cycle

The following is a reflection of the understanding and the knowledge that I have gained from the overall study of the role play that I have conducted.

Description: The overall study has focused on the creation of a role-play between an interviewee and an interviewer regarding the recruitment of a human resource manager. The overall study has focused on understanding the conversation that can take place between a candidate who is applying for a human resource manager job and the interviewer who is focusing on selecting the right candidate for the job (Bombiak and Marciniuk-Kluska, 2018). The study regarding the conversation between the interviewer and the candidate focuses on different types of questions that the interviewer can ask the candidate regarding their previous job experience and their ideologies about being a human resource manager. In addition to that, the study also focuses on the type of questions that an interviewer asks a candidate about the ways in which the candidate focuses on achieving the goals of their desired job position. Moreover, the study has also focused on the different types of questions that the candidate who is applying for the job may ask the interviewer in order to get a detailed understanding of the rule in which they are applying and the company they are focusing on entering (Greer, 2021). Locations include different job roles that the candidate will have to ensure all while working as human resource manager and the future vision of the company

that can provide the candidate with better growth opportunities as compared to the previous Organisation in which they worked.

Feelings: While conducting the role play and the study of this particular assignment, I was feeling very confident when I was preparing the answers that a particular candidate who wants to apply for a human resource manager may be asked by the interviewer. I have always focused on understanding the job responsibilities and different aspects that can help an individual to become an efficient human resource manager due to which I felt confident while preparing the answers. In addition to this, I also felt confident while preparing the questions that a candidate must ask the interviewer in an interview. This is because I have prepared myself before to know what are questions that I should ask my interviewer in order to gain a better understanding of the job role which I am focusing on entering. However, it was not very easy for me to develop the questions that interviewers need to ask a particular candidate while hiring them. Similarly, I felt it a bit difficult for myself to formulate the answers that an interviewer will have to give to the candidate when they are being cross-questioned. One of the major reasons behind this particular issue is that I have never interviewed any individual which resulted in making it difficult for me to formulate the answers from the interviewer's perspective.

Evaluation: In terms of the experience that I have gained while performing the role play on the entire study of the conversation between an interviewer and an interviewee, I feel that I have been able to get a better perspective of how an interviewer tends to think while selecting the candidates. This was one of the most positive aspects of the experience that I have kept because in my past experiences I have never come across any situations where I had to take an interview with a candidate. Due to this particular reason, I did not have the idea of how you tend to think while answering the cross-questions that are made by the candidates for the person who is being interviewed. This particular study helped me in increasing my knowledge in that field which provided me with confidence if I implement the knowledge in future while interviewing with any person. In addition to this, the overall experience that I have gained in

terms of being an interviewee can be of significant use in my future as I am focusing on becoming an efficient human resource manager in future. In terms of my career development plan, the knowledge that I have gained from this particular study will help me in being confident and more realistic in the interviews while applying in a human resource manager role in a multinational company. Although I felt highly confident while performing the entire study, I feel that there is scope for improvement in a number of areas especially in formulating the questions for the candidates and formulating the answers that the interviewer will need to provide to the candidates in the cross-question in sessions.

Analysis: With the help of the study that I have been able to complete in this particular assignment I feel that I can gain numerous opportunities in future. The first and foremost opportunity that I can gain with the help of the knowledge from this particular study is how we can be more confident while answering the questions that the interviewers ask me during an interview. The entire study has not only provided me with the knowledge of how I can answer clearly and critically to the questions that will be asked to me by the interviewer which will have a positive impression on my interview. In addition to this, from the point of view of an interviewee, I have understood the importance of asking questions to the interviewer as it can provide me with the knowledge of the job role and the company in which I am focusing on entering. In the future when I will be appearing for interviews, the knowledge that I have gained from this particular study will help me in ensuring that I can cross-question my interview effectively and critically which will not only showcase my confidence but it will also help me to understand that I have enough growth in the organisation in future. This is because the way in which a particular organisation operates and the future objectives on which it focuses can provide a very clear understanding of the growth opportunities an individual can gain while working within that organisation (Pham et al., 2019).

In addition to this, I have a dream of becoming an efficient human resource manager and in order to achieve my dream, I will have to become a manager who will need to have skills in selecting candidates for an organisation. In that particular case, I will be able to implement the

knowledge and understanding of this particular study to ask the right questions to the candidates and also provide them with an appropriate answer in the cross-questioning sessions of the interview.

Conclusion: From the entire study it can be effectively concluded that the understanding of the role play that I have conducted in the assignment has provided me with effective knowledge of how a candidate can be confident while appearing for an interview. There can be a number of questions that the interviewer may ask a particular candidate but it is important for the candidate to be clear and confident with key answers that they provide to the interview in order to have a positive impression (Wilkinson and Dundon, 2021). In addition to this, it can also be concluded that the study has been effective in helping me to understand the perspectives of an interviewer and how an interviewer must formulate the answers in the situations where they are asked certain questions regarding their role for the organisation. I can critically conclude that in terms of the readiness for employment I am highly confident. This is because when I was preparing my answers for this particular study, I was able to confidently formulate the answers without having to question myself whether the answer that I am providing is appropriate.

Action plan: From the overall reflection that I can develop from the study of the role play that I have conducted, I can critically state that there are opportunities that I can improve in my personal development which will help me significantly in my future. The most important aspect that I can improve within myself is to think like an interviewer while focusing on being a human resource manager. This is because one of the major job responsibilities of a human resource manager is to hire the right candidates for the organisations through an interview where I will be the interviewer and will have to provide answers on behalf of the organisation I am working for. This particular study has helped me in understanding that I can improve myself in terms of developing answers on behalf of the organisation that will help in attracting more potential candidates to the company.

Personal reflection: Recruitment and selection

The understanding and the knowledge that I have gained from this particular role play study can help me in my recruitment and selection within an organisation in future. In the future when I will be focusing on joining a company, I will have to come across different interview questions in the selection process. In order to gain the opportunity of being selected in the role that I aim to join in a multinational company, it will be necessary for me to be highly confident and provide the answers to the questions in a very clear and confident way. This particular study has helped me in understanding how I can develop my confidence by having the knowledge of what to answer in an interview. In addition to this, for any candidate, it is important to have the proper knowledge about the job role and the organisation they are focusing on entering (Olson et al., 2018). This particular knowledge can be obtained by a candidate by the cross-question in the interviewer in terms of the queries. This study has also provided me with the knowledge of how I can question the interviewers to gain an understanding of what I need to perform after joining the organisation and what are the growth opportunities, I can obtain from the organisation in a particular job role.

In the future, the understanding of the study will also be helpful for me because I am focusing on being an efficient human resource manager. As a human resource manager of an organisation, it will be one of my core responsibilities to recruit and hire candidates according to the job roles that the company requires. In that area, I will have to question the candidates on behalf of the organisation and will need to ensure that the questions that I am asking them are effective in providing me proper knowledge of whether a particular candidate is eligible to work effectively within the organisation. This study has helped me in understanding the different questions that I can ask a candidate to know whether they have the capability of being a team player and work according to the cultures of the organisation to ensure the success of the team and the organisation as a whole (Rigby and Ryan, 2018). As a human resource manager and interviewer, I will have to answer a number of questions that the candidates may have regarding the job role and the organisation they want to join. In that particular aspect as

well, I will have to remain confident as I will be answering them on behalf of the organisation where I will need to ensure that I can provide them with the appropriate details they are looking for while maintaining the confidentiality and the ethical standards of the organisation. The overall study of role play has provided me with the necessary knowledge that I can implement in the recruitment processes as well to become an efficient human resource manager.

Conclusion

This particular part of the report has focused on providing the reflection of the knowledge that I have gained from the role play study that can help me in future in terms of being an interviewee and an interviewer. It can be critically concluded that the study has provided me with numerous knowledge regarding how to be confident while appearing for an interview and how to be confident while interviewing an individual in future.

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APPENDIX

TASK 1

ROLE PLAY

Job description:

Roles and responsibilities

Questions for the interviewee:

Questions for the interviewer:

Job description

The job description that will be focused on is a human resource manager. Human resource managers are the officials who deal with the issues related to the employees.

Roles and responsibilities

The responsibilities of an HR manager include the development of HR strategies and implementing the initiatives to align them with the overall strategy of the business (Yong et al., 2020). In addition to this, the responsibilities also include managing the recruitment processes and creating a bridge between the employees and the management. The human resource managers play a significant role in addressing the issues and demands of the employees (Stewart and Brown, 2019). In a broader perspective, the human resource managers have the role and responsibility of building a positive working environment by monitoring the systems, procedures and processes all over the organisation. The job also includes responsibilities related to providing training and development to the employees which will ensure that the company has the right set of skills within the employee base that are required to achieve the business objectives (Ahammad, 2017). In human resource management, the legal compliances are maintained by the human resource managers.

Skills and requirements

In order to become an effective human resource manager, it is important for individuals to be results-driven and people-oriented (Roscoe et al., 2019). Along with that, the skills of leadership and the ability to create strategies for achieving the organisational goals is also critical requirement for being a human resources manager along with skills such as presentation, active listening and negotiation (Boon et al., 2019). Human resource managers of an organisation must also have the ability to manage the interpersonal relationships that are present between departments and employees at every level of an organisation. Human resource managers of an organisation have the critical responsibility of analysing the performance of different individuals within the team and thereby providing them with benefits according to the policies of the organisation. In accordance with this particular responsibility, the job description of the human resource managers states that the managers have the responsibility of ensuring that the members of the team are satisfied with the job they are performing within the company (Hewett et al., 2018). In a broader perspective, the human resource manager indirectly as well as directly has a responsibility of ensuring the employee retention rate of the company where the management is able to retain the most effective employees and gain a competitive advantage over the competitors by not losing them to the competing companies (Michael, 2019). Maintenance of the ethical standards within the employee and the way in which the employees formed within the organisation is also one of the major responsibilities of the human resource managers (Saeed et al., 2019). This is because the human resource managers are required to maintain the ethical standards while making the teamwork towards achieving the organisational goals and hence, they need to ensure that the team and the strategies align with the legal requirements to maintain the ethical standards of the organisation.

Questions for the interviewee

1. According to your perspective, what is the difference between a team and a group in an organisation? What do you prefer?

I feel that the major difference that is present between a group and a team within an organisation is that the main aim of a group is to accomplish the objectives of a project whereas a team focuses on creating an environment where everyone can comfortably work to efficiently achieve the goals of the project. In a team that is working on a project, the members have a common goal that they want to accomplish together. A team always focuses on building an interpersonal relationship that can help in working more collaboratively but a group only focuses on achieving the aims of the project (Carbery and Cross, 2018). I feel that working as a team has a better impact in the long run. Although a group of individuals working towards achieving the aims of the project can provide the company with the necessary outcomes, a team will be more effective in the long run when the situations that are critical for

the job will be difficult to be achieved (Berman et al., 2021). The unity that is present in between a team can provide a company not only with the achievement of the objectives but also with different aspects such as a positive working culture.

2. How would your previous managers describe you?

In my last working experience, I was able to obtain a very positive rating from my seniors and my boss. One of the major reasons behind this where's the way I focused on improving myself while working within the organisation. If I have to provide an example of the area where I focus on improving myself, it would be my confidence and the way I overcame my shyness. Before entering the organisation, I was shy but I focused on developing my confidence and effectively communicated with my colleagues to create a more comfortable environment for myself and the team within the organisation. In addition to this, there were a lot of improvements and I have also focused on providing my best performance in the company where I previously worked. I have also been able to achieve the employee of the month three times in my 12 months of working in that particular organisation.

3. How would you ensure the effective working of the team and make them work as a unit?

As the manager of the team, the foremost task that I would focus on is to understand the strengths and capabilities of each and every member and accordingly assign them the task they are most compatible with. This will help me in ensuring that every member can provide the best performance. On the other hand, I will also focus on regular team meetings that will allow the members to discuss the issues that they are facing while working within the organisation and create effective solutions with the perspectives and ideas of the team members.

4. What recruitment approach do you prefer to use and how do you focus on finding the right candidates?

I believe that the diversity of approach for recruitment is one of the most effective ways to recruit the most efficient employees. In order to recruit the right, the first element that I prefer to focus on is their skill sets. It provides you with the ability to analyse whether a particular candidate has the skills and capabilities of accomplishing the job that will be assigned to them. In addition to this, I focus on understanding whether the candidate is a team player. This is because in order to work in an organisation in the most effective way, operating with the team members is highly essential and it is important for the candidate to be a team player (Analoui, 2017). I choose the diversity approach because it creates a safer and positive working environment within the organisation which can match your organisational culture and provide the company with a better competitive advantage.

5. How would you prefer to handle a conflict within a project team?

In order to manage the conflict, the first aspect on which I would focus is to analyse and understand the root cause of the conflict. This would help me to gain a better understanding of what I am dealing with and thereby gain a better idea of the ways in which I can manage the conflicts. In addition to this, I will also focus on remaining unbiased and actively listening to both the perspectives of the conflict and develop a solution that will focus on mitigating the conflict without negatively impacting any of the sides. According to my ideologies, satisfying all the members of the team is one of the most important responsibilities of a human resource manager.

Questions for the interviewer

1. What type of matrix does the management prefer to use for measuring the success in this role?

The culture of the organisation tends to focus on valuing the perspectives and feedback of every individual within the company. In order to measure the success of the human resource manager within the organisation, the management not only focuses on the quality of the performance the managers provide to the organisation but also preface to consider the feedback provided by the team members who worked under a particular human resource manager (Singh et al., 2020). Therefore, the personal reviews that are provided by all the members of the team are considered to be the major metrics that the management uses to measure the performance of the human resource managers.

2. How does the role of the human resource manager contribute to the larger goals of the company?

The company believes that every member has a significant contribution to the larger goal of the company. To provide a detailed description of the contribution of a human resource manager to the larger goal of the company, I can provide you with the example that the employees are the most important stakeholders of the organisation and the culture that we represent focuses on ensuring high employee satisfaction. However, an efficient human resource manager is required to ensure that the issues the day related to the employees can be effectively mitigated and their performance can be properly utilised by the organisation (Mousa and Othman, 2020). Hence, the human resource managers of the company are directly and most importantly related to achieving one of the most important aims, that is, achieve high employee satisfaction and retention rate.

3. What are the main areas that an HR manager needs to focus on while working in the organisation?

As the responsibilities of the human resource manager state, it is important for the HR manager to be focused to help individuals within their team to obtain their optimal performance. In addition to that, the human resource managers must also focus on mitigating getting any type of conflict that may arise within the departments (Chelladurai and Kerwin, 2018). Apart from these main objectives, it is highly important for the human resource managers of the organisations to maintain the Ethics of the company and what according to the organisational culture. They also have the responsibility of hiring the right candidates for different job roles.

4. What are the future goals on which the company is most focused?

Although there are a number of goals on which the company is currently focusing, the most important goal that is being highlighted with every department of the company is the expansion into the international market (Kavanagh and Johnson, 2017). The analytics of the organisation has stated that there are immense opportunities for the company to grow rapidly if it can penetrate the international market and therefore almost every department is focused on working towards expansion strategies. In order to achieve the goal, a company requires a very efficient human resource manager who has the ability to take up the challenges that are present in the expansion strategies and post-expansion environment of the organisation (Bratton and Gold, 2017).

5. How has the HR manager role in this organisation developed over the years?

The organisational culture has always focused on providing immense importance to the human resource manager as they have played a significant role in developing the employees towards achieving organisational success (Flynn et al., 2021). However, over the past few years, the company has focused more on providing better opportunities to the human resource managers to have a comfortable working environment and growth opportunities within the organisation. One of the major aspects that the company has developed in order to achieve the aim of providing a better working environment to the human resource managers in the development of the organisational culture (Keegan et al., 2018). The statistics and the analysis of the past few years also showed that the managers of the Human resource department have been able to gain better growth as compared to the previous human resource managers who worked in the company (Huemann et al., 2018).

