



Professional Career Development

Denis Dediu 2011014

Module code BMSW4005LON

Lecturer : Lloyd Beharry

Due Date : 03.09.21

I - Introduction

This piece of writing, which I would like to share with you, is an academic report on my personal and professional development. Firstly, I will focus on employability and what type of qualities employers are searching for. The concept of employability is analysed and the prevailing tendency to create employability measures based on outcomes is critiqued (Harvey, 2001). My experiences over the last few years have made me realise how important it is to deliver an outstanding performance in the workplace. Not only it boosts the confidence of the higher management, but it boosts the confidence of the employee. I have learned basic skills, like communication and time management, and later developed new ones, also enhancing the old ones. Knowing the job criteria and providing an exemplary set of skills will help when going through the interview phase. These employers looked for ability to work cooperatively with others, interpersonal relations and communication skills, ability to work effectively with a wide range of individuals, and leadership skills (Ostroth, 1981). Many employers are searching for similar set of skills as these are easy to learn and have proven to function the best when working in either teams or with a person.

II - Employment Relationship

Employer responsibilities

Some of the responsibilities of an employer are to be fair when it comes to choosing the right person. To not discriminate and to treat everyone in the same way. Also, he needs to be impartial and non-biased. Many companies are following a structured criteria when employing, so everyone receives a fair interview. An employer must also inform the job description to the employee. It is the duty of the person in charge of recruitment to select for the employment the candidates according to company regulations. The company has the duty to offer written proof for the employment status and assure the employee has the right to work by the country's laws. Other duties of the employer are to pay the workforce correctly in accordance with both their contract of employment and legal obligations.

Employee responsibilities

They must constantly guarantee that they are working in a safe manner and in accordance with their training. Employees should be provided with procedures and processes to follow. They must work with the employer to ensure that all workplace procedures are followed and that no deviations occur. An employee is responsible for his or her own health and safety. This means they should avoid putting themselves in danger. Employees are required to report any work-related injuries, illnesses, diseases, or harmful incidents that occur during their shift. An employee must take reasonable precautions to ensure that what they do or don't do in the course of their employment does not endanger others, such as co-workers or members of the public.

Advertisement

Job seekers often use job advertisements presented during the early stages of recruitment to gather important information about potential employers (Walker, Feild, Giles, and Bernerth, 2008). Today's equipment and technology has made job searching and advertising more user friendly and easy to access. Through one search on the searching engine, instantly tens of websites, with free or paid access, appear at the disposal of the employee. This has helped a lot of students which just finished university and are looking for experience, adults which are adapting to the technology and employers from different companies. The first contact of the employee with the company is when interacting with the advertisement. This offers him a small description of the company, job requirements, benefits and bonuses which will spring attention and convince him to apply. Many companies have different advertisements and many act in different ways of publishing them. There are companies which will provide less information and stick strictly to requirements. New ways in which advertisements are improved is when website suggests similar jobs close to the area or based on the job you just applied. Like mentioned, through various job hiring websites, I had the chance to experience lots of interviews and developed new skills which helped me improve my professional career. It has also helped in the search of new areas of employment and had made it easier to find new roles based on my personal set of skills.

Job description

The basis of good hiring and managing is communicating exactly what the position entails, starting with the job description (Mader-Clark, 2013). Through the job description it is explained point by point the duties of the role applied. A good job description will align, and list skills required, will be easy to decipher and will be specific. This helps the employee decide based on the sets of personal skills, if it is a good match. Also, the employer, gains from a specific job description. It will attract people with the same exact same of skills required, making the hiring process much easier and effective. Once the position has been filled, the job description will let the employee know what to expect. It can also help in battling anxiety, not having any more doubts about the role, the fear of what is going to happen if there is a mistake, etc... By letting employees know what you as the employer and the firm expect of them, a clear job description sets the stage for effective performance. Moreover, I had the chance to experience a bad job description and a good one, both being very different experiences. For example, when not given any information in regard to the role, it can take several times to understand the procedures, as you can receive different opinions about the task. This also affects the morality of the employee which will only lead to departing from the company. An example of good job description is when the candidate gains a lot of knowledge about the role, firm expectations, and requirements. This clarifies the job duties and makes it easier for the employee to perform on day-to-day tasks.

Person specification

A person specification is a list of qualifications, skills, experience, knowledge, and other characteristics that a candidate must have in order to execute the job duties. The person specification is an integral part of a recruiter's toolkit. It enables you to explain the qualities you seek in an ideal candidate, such as education, past work experience, and any other skills required for the position. Before applying for a job, job seekers can examine themselves and determine how they will fit into the role and your company. This enables them to match themselves based on suitability rather than talents. It means that you put all of your candidates

through the same set of tests based on a predetermined list of priorities. This helps to eliminate bias, prejudice, and personal interests, all of which can be obstacles to successful recruiting. It's critical to understand what is and isn't acceptable for the position you're trying to fill. Some jobs, for example, have a legal requirement that the candidate have a certain degree of education and experience. Moreover, in my personal experience I have learned that the main topics of a person specification are attainments, soft skills, job-specification capabilities, and personality traits.

Application Forms

Job application forms are official documents that a company requires people to complete when applying for a position. (Wilkinson, and van Zwanenberg, 1994) These forms, unlike your CV, allow companies to ask a predetermined set of questions rather than allowing job seekers to choose the format and substance of their application. Recruiters will request you to fill out an application form in order to speed up the hiring process and make it easier to compare applications directly. Most aspects of the public sector, such as government positions, roles in education, and certain parts of the military – as well as bigger retail enterprises – may require you to finish one. This is one opportunity for the employee to prove his or her skills to the prospective employer, so including everything pertinent to your application and why you'd be a great fit for the position is needed. Moreover, there are advantages and disadvantages to application forms. Some advantages are that all the questions are laid out which removes the element of surprise and the feeling of anxiety. Some disadvantages are with this type of criteria, it is hard to personalise your application by your style.

Short Listing

Shortlisting is used to discover applicants who best fulfil the job's selection criteria, are most likely to be capable of performing the job's obligations, and about whom you want to learn more during a formal interview (Patterson, Baron, Carr, Plint, and Lane, 2009). Applications must be evaluated in respect to the essential and desirable criteria specified in the person specification in order to be included for the shortlist. Candidates should be compared to the selection criteria rather than to one another. When company receive a large number of applications, deciding which ones are the best might be difficult, especially if you have a tight deadline. Fair shortlisting involves rejecting applicants when the employer believes they are inappropriate for the position purely on the basis of the job's requirements.

III - Career Development

In the next segment I will address to the practical interview, which took place during the online lessons. The interview was part one of my assignment and it required for me and my group partner to complete an application form (appendix 1,2) and create a set of questions which we will address during the roleplay (appendix 3). This was an experience that helped me understand better the scale of interviews. Even with all the experience I have acquired through the many interviews, I still felt that I have learned a new trick. Based on the feedback of the Lecturer, the interview roleplay was very good. All of the comments were positive, with examples like “very confident interviewing style and maintained eye-contact throughout” or “response to questions were thoughtful”. This not only has given me a lot of confidence, but

also helped me in the interviews and had in the future. The industry that I had most of my experience is the hospitality industry. I had the opportunity to work under pressure and in a busy environment which helped me develop my time management skills and my patience; to work in a luxurious brand hotel and from which I have polished my customer service and my service. I have trained different starters and helped them get comfortable into their role. For now, all my experience has brought me to a Duty Manager role and for the future I am looking to expand my knowledge of hospitality and grow its ranks.

SWOT Analysis

Strengths	Weaknesses	Opportunities	Threats
Time management	Public Speaking	Working in a on growing industry	Expandable
CV Writing	Academic Writing	Manager at a young age	Global Changes
Leadership Skills	Resourcefulness	Working in London	Global Pandemic

Personal Development Plan

After extensive research I have found different plans that will help me improve my weakness what I possess. For my public speaking weakness I have decided to follow "The Three P's". Preparation which will help me achieve more confidence in myself and will make me able to perform at my best, practice will help me develop the skills that I need and performance will show if any progress has been made.

IV – Conclusion

This academic writing had the purpose to present a personal reflection writing of my career development. I would like to emphasize on those actions I shared along my analysis. This reflective method has helped me develop a better understanding of my professional career.

Private & Confidential Application for Employment	
To ensure that you are able to complete the application form in full, please refer to the short-listing criteria on the job description.	
Position Applied For	Duty Manager
How did you learn about this vacancy?	
1. Personal Details Title Mr Surname Denis Previous Name N Forenames Dediu Y Address N Post Code N Telephone number N Mobile No N E-mail address N National Insurance Number N	
1a. Additional Information Do you hold a full, clean driving license valid in the UK? Yes X No Y Do you have the right to work in the UK without restriction? Yes X No Y Do you have the right to work in the UK (ID will be required)?	
2. Employment History The last 5 years employment should be detailed, including any gaps in employment. Please continue on a separate sheet if required.	
Current or Most Recent Employment Employers Name Leonardo Royal Hotel YES, This whole section Address 45 Prescott Street Postcode Job Title Duty Manager Dates of Employment 25 07 2021 Reason for leaving Personal problem Brief outline of main responsibilities and key achievements Keeping the building in a safe state, the guest happy and looking over the restaurant, reception and other departments.	
Previous Employment Employers Name N Job Title Dates of Employment From To Reason for leaving Salary Brief outline of main responsibilities and key achievements	
Reason for leaving Salary Brief outline of main responsibilities and key achievements	
Previous Employment Employers Name N Job Title Dates of Employment From To Reason for leaving Salary Brief outline of main responsibilities and key achievements	
3. Formal Qualifications and Training & Development Continue on a separate piece of paper if required. You will be required to provide original qualification certificates, if successful.	
Secondary Education Qualifications Name of Qualification Date Gained Level Grade Awarding Body NON-QUALIFICATION	
Further Higher Education Name of Qualification Date Gained Level Grade Awarding Body	

(appendix 1)

6. Reason for applying
Please detail below reasons for applying for the position including your skills, experience and attributes. The reason why I am applying for this job is because, I feel that I have reached my maximum level of progression in the current company. With my experience I had the chance to master time management skills, communication skills and leadership skills. All of them which a good manager should own. I am also a fast learner and a very good listener which helps a lot in the first weeks to understand the way the company works and its rules. With my time management skills, it is easy for me to work through a busy period and always have my work finished on time. My communication skills make it easy to communicate with my team and guide them. Please specify how you meet the criteria for this role. With my past experience and knowledge, I feel confident that I can easily master the procedures of the company and also see how the procedures can be improved. I am a very quick learner which helps a lot to adapt to the new environment and creates confidence in me, as my managers are impressed and confident in me.
7. Declaration Please complete the following declaration and sign it in the appropriate place below. I certify that: - All the information given to me on this form is correct to the best of my knowledge - All questions relating to me have been accurately and fully answered - I possess all the qualifications which I claim to hold Signed: Denis Dediu Date: 20.07.2021 Print Name: Denis Dediu

(appendix 2)

What motivates you?

Why do you think you are a good fit for this role?

How would you stop a conflict between two team members?

What made you choose the hospitality industry?

How do you see yourself in 5 years?

22:10 ✓✓

(appendix 3)

References

Harvey, L., 2001. Defining and measuring employability. *Quality in higher education*, 7(2), pp.97-109.

Mader-Clark, M., 2013. *The job description handbook*. Nolo.

Ostroth, D.D., 1981. Competencies for Entry-Level Professionals: What Do Employers Look for When Hiring New Staff?. *Journal of College Student Personnel*, 22(1), pp.5-11.

Patterson, F., Baron, H., Carr, V., Plint, S. and Lane, P., 2009. Evaluation of three short-listing methodologies for selection into postgraduate training in general practice. *Medical education*, 43(1), pp.50-57.

Walker, H.J., Feild, H.S., Giles, W.F. and Bernerth, J.B., 2008. The interactive effects of job advertisement characteristics and applicant experience on reactions to recruitment messages. *Journal of Occupational and Organizational Psychology*, 81(4), pp.619-638.

Wilkinson, L. and van Zwanenberg, N., 1994. Development of a person specification system for managerial jobs. *Personnel Review*.