

ASSIGNMENT: ACADEMIC AND EMPLOYABILITY SKILLS

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Analysing own employability skills

As per the employability skills are concerned, they help people to be distinguished from others in terms of competency in a job. Thus, the managements of the organisations use to emphasise on certain skills of their employees and ensure them, while recruiting them from an interview board. As per my employability skills are concerned, I use to depend on certain skills, which I have acquired since my childhood and through my educational years. There are some employability skills within me, which I acquired after assessing the present market employability situations and competitiveness critically. The ability of leadership, verbal and written communication, negotiating and persuading others, investigating and analysing are considerably my efficient qualities in terms of organisational requirements. These employability skills have always been found helpful for me even during my educational days. Thus, I expect them to play the most positively effective roles in my working careers as well. I also had emphasised on acquiring the employability skill of planning and organising, for which I had to pursue management courses. The major reason behind opting for it is to acknowledge the present needs of the employers, while recruiting the right candidates for their organisations.

Introduction

Employability skills use to refer at the development of job-specific skills that help a person to get the desired jobs. As pre the modern business environments are concerned, students and the other candidates are always required to emphasise on certain qualities that the employers may prefer for their different job roles. This study has tried to assess the core skills for staff requirements considering the most contemporary needs of the organisations.

Choosing 5 core skills for staff recruitments

Communication Skills

Communication skill is considered to be an umbrella term in terms of a quality that an employee is required to possess. In most of the cases, this skill helps a candidate to stay ahead in a queue in comparison with the others. Thus, most of the recruiters emphasise on this skill and expect the future employee to be having this quality for positive outcomes. With the emergence of global market needs in business and priority on international business strategies, most of the managements of the organisations have started emphasising on this skill, while recruiting right candidates. In the words of Benson *et al.* (2014), communication skills are mostly aligned with three major abilities, such as capacity to speak, listen and write.

For the purpose of empowering the communication skills, most of the recruiters of the organisations use to focus on certain components, which are meant to be possessed by the candidates. In this regard, they are liable to acknowledge the communication theories in order to ensure the developments of certain communication stages. The most commonly used communication theories include ACT theory of communication, Agenda Setting Theory, AIDA Model, Attribution Theory, and Social Marketing Theory. As stated by Jackson (2014), these theories are always found reliable in terms of acknowledging the required communication skills from the candidates. In addition to it, these theories are also identifies as the timeliest and potential in ensuring the provision of effectiveness from the ends of the employees.

Communication skill always helps the organisations in diverse ways since the candidates having this quality are competent enough to ensure workforce both internally and externally. Among all

these mentioned communication theories, Agenda Setting theory is approached most extensively since it is liable to ensure the most effective workforce for the managements of the organisations.

Commitment

Commitment is another major employability skill that is extensively appreciated by the employers, during recruitments. Commitment, in this context, refers to the most passionate attitude towards the organisational culture that helps both the employees and the employers to acknowledge the organisational benefits. In the words of Deeley (2014), commitment in organisational culture is strongly aligned with the organisational perception towards markets, as it helps the managements of the organisations to acknowledge competitive market expansions. In addition to it, commitment among the employees also helps the organisations to continue with proper team management and effective orientation towards sustainability. In most of the case, commitment of the employees enables the organisations to acknowledge the customer satisfaction goals, which is another major component in ensuring the sustainability business approaches.

The commitment of the employees towards an organisation is usually found dependent on three major theories, which are supposed to be acknowledged by the managements of the organisations. These three theories are accepted globally keeping the modern business competitions and market behaviours in mind. These three theories are known as Behavioural theory, Social Identity theory, and Self-categorisation theory Rao (2014). Behavioural theory is mostly based on the knowledge obtained from the previous research works or organisational outcomes. On the other hand, Social Identity theory is limited to a specific group or organisation and encourages people to emphasise on the commitment towards these groups or organisations only. Self-categorisation theory refers to the development of individual commitment that is derived from diverse organisational levels. In line with all these commitment theories, the employers are also required to acknowledge the Three-component Model of Meyer and Allen, while recruiting the candidates for their organisations. This model is developed on the basis of three components, such as Affective Commitment referring to affection towards job, Continuance Commitment referring to fear of loss and Normative Commitment referring to the sense of obligation to stay.

Decision-making ability

Decision-making ability of an employee is strongly associated with the capability of resolving a problem. Thus, it is extensively appreciated by the employers since they want to deploy the right persons in times of critical situations. Besides, employers are always required to select a leader or leaders among all the employees for the purpose of ensuring team workforce. In the words of White (2017), the decision-making ability of the employees helps the managements of the organisations to encourage the other employees and direct them to the right path of success. In most of the cases, decision-making abilities of the employees are extensively useful in combating situations as well, which can be followed by a gradual process towards enabling certain organisational strategies. Additionally, decision-making ability is always acclaimed by the global managements for the purpose of initiating certain market strategies in regards with international business expansion, market segmentation, promotional channel selection and value addition process.

As per the organisational necessities are concerned, the employers are mostly required to emphasise on the rational decision making abilities of the employees, while recruiting them for their organisations. For this purpose, they are required to acknowledge the Organisational Decision-making Model, which is solely based on the capability of identifying the abilities among the candidates. In most of the cases, decision-making model is divided into two major ways, such as Intuitive and Rational. As opined by Spence *et al.* (2015), Intuitive decision-making is mostly dependent on the feelings and sense of reasoning, through which the employees can anticipate a situation and stay prepared to combat or resolve it. On the other hand, rational decision-making abilities mostly indicate at the scientific reasoning that is applied on the prior bases obtained data, information and knowledge on the organisational situations.

Integrity

Integrity among the employees refers to transparency and honesty that distinguish the appreciated employees from the negligible ones. Employers of the organisations are always required to emphasise on this quality among the candidates, while recruiting them for their organisational purposes. In this context, the employers are also ought to assess the integrity qualities of the employees through their answers. In the words of Riebe and Jackson (2014),

integrity of a person is dependent on his or her strengths and weaknesses. Moreover, the knowledge about self-strengths and self-weaknesses is considered to be the most effective reflector of integrity within a person. Thus, the employers are suggested in this context to assess the psychological assessment qualities of the candidates as well before selecting them as their employees. In addition to it, integrity of a person never stops him or her to make mistakes or take radical decisions. However, it always encourages them to resolve the situation and take the advantages of the situations effectively.

Integrity of the employees is mostly aligned with the ethical environment of an organisation, as it collectively helps the managements of the organisations to enhance the ethical values. In most of the cases, ethical values among the employees help the managements to reach the target markets and enhance customer satisfaction goals effectively. As opined by O'Connor and Bodicoat (2017), employee integrity plays the most effective role within an organisation in empowering the sustainability strategies in positive manner. Integrity of the employees within an organisation are supposed to be based on upholding organisational values, respecting organisational assets, making proper decisions and avoiding questionable business practices. Besides being capable to enhance sustainability goals, the employability skill of integrity also helps the managements of the organisations to enable measured consideration for the organisational developments. It also helps the organisational structures to encourage all the employees within a team to enhance their individual workforce effectively.

Multi-tasking ability

Multi-tasking abilities usually keep a person ahead in competition with others. It also allows a person to focus on diverse roles that can be ranged widely. As per the organisational effectiveness is concerned, the employers are required to acknowledge this quality among their employees for the purpose of allowing in multiple job roles. According to Messum *et al.* (2016), employers of the modern business world are always required to emphasis on this employee ability to involve them in different tasks projects or initiatives according the demand of the situations. In most of the cases, it is addressed as one of the highly valued skills that enable the organisations to keep faith on their employees in critical situations. Besides, the multi-tasking abilities of the employees also facilitate the organisations by promoting decision-making capabilities. As stated by Ju *et al.* (2014), effective multi-tasking capability is achieved with the

prior addition of efficiency and correctness. However, the most effective multi-tasking abilities discourage any sort of psychological stress.

Finding employees with multi-tasking abilities is not necessarily difficult for the organisations, as the modern education system promote such values extensively among the students from their childhood. Besides, the young generation job seekers are also found informed about this useful organisational quality. However, it is the responsibility of the employers to assess these qualities among the candidates, while selection them in different job roles. There are certain thumb rules that are meant to be acknowledged by the employers in order to select the right employee with the multi-tasking abilities. For this purpose, they are required to shed light on certain components, such as selective attention, focused attention, divided attention (Collet *et al.* 2015). Shedding light on these components allow the employers to select the right candidates according to their offered job roles. On the other hand, these components are also useful for the employees to categorise the priorities for tasks, projects or assignments.

Conclusion

In conclusion, employability skills play pivotal roles in the career of a person, on the basis of which they get employment within organisations. This study has tried to shed light on the core skills related with employability that ensures proper placements of the right candidates into the right job roles. For this purpose, it also has assessed certain theories and models associated to this employability skills for the purpose of recommending the employers needful acknowledgements during recruitments.

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