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Module Title - EMPL4007 Employability

Assignment No. - Assignment 1

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The purpose of the Job Description

The objective of a job description is to describe the jobs in detail to anyone wishing to apply for it. The job description should give details of what the person applying will be actually doing during working at the job. This should include any physical actions that the candidate might need to take during work and estimate of the salary. (targetjobs, 2017)

The main purpose of a job description in an job advert is to let the applicant know what he or she is applying for and to also make the recruiter attracts the sort of people who will do well at the job and possibly enjoy the job. This way the recruitment process attracts employees who will naturally grow within the company and stay for a long time.

The most common reason for people doing badly at their job is because they are not a good fit. They applied to a job they didn't like or were misled by the job description and through this was a job they wanted. The problem with this misleading or inaccurate job descriptions is that they will attracts lots of candidates but they will not be suited for the role and will either perform badly or leave the job soon after joining. This is bad for the candidate as leaving jobs quickly looks badly on their CVs and is bad for the company as the company has to invest more time and money into hiring new people. If the job description is not fixed, even the new people might leave.

A good job description should have some of the following details:

- What skills the employers want, eg: IT, languages, maths, etc
- An estimate of the salary,
- If the job requires traveling abroad or a drivers license,

The purpose of the Person Specification

A person specification might sound a lot similar to a job description, but the main difference is that a job description talks about what the candidate will be doing at work while a person specification talks about what the recruiter wants in a potential applicant. These will often seem similar, eg a job in finance will require someone with maths skills. But in this case, the description of the finance job will be the job description and someone having good maths will be part of the person specification. (reed, 2017)

The point of person specification is to help the applicant and the recruiter to sort between all the candidates applying to a vacancy. This allows the recruiter to make a sort of checklist with the criteria described in the person specification and the candidate with most ticks in the checklist has the best chances of getting the job. A person specification can also be used to specify minimum/recommended or essential/desired traits in an application. Eg: a candidate must have maths skills to work in finance, however a big successful company would ask for above average degree in maths.

Another benefit of having a clearly structured and publicly displayed person specification, is that it can help prevent accidental favouritisms or gender/religious/racial bias towards applicants. This is, if ten different people apply for a job then having a rigid way to classify them all by the skills that the job requires removes most of the bias. This is very important in the UK, as it is illegal to discriminate someone based on their religion/gender/race.

A person specification can include academic qualifications, language skills, additional certifications the applicant has, etc.

Job specific CV for the position of Retail Assistant

Syed Rahman - Sales Assistant

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Areas of Expertise

- Cash management
- Operating tills
- Stock management
- Supervising
- Customer interaction
- Health and Safety procedures

Person summary

A confident individual capable of making notable contributions to the team. I am articulate, presentable and target oriented individual who thrives in a fast paced environment such as retail.

I'm looking for a suitable company where I can put my skills to use.

Work Experience

Retail Store – TK Maxx – London 2015-Present

Delivering a friendly service while maintaining a high standard of customer service.

Played an active role in store management, this included keeping tracks of stocks and reporting to general management when a certain product was getting low.

Supervised younger/new employees, managed delivery schedules for incoming stock and outgoing excess stock to other stores

Took part in visual merchandising activities with collaboration with assistant managers

High Street Store – Carpetright – Luton 2010-2015

Worked as associate with support roles to manager.

Maintained a high standard of presentation and cleanliness in the store.

Demonstrated goods and products to customers, often requiring extensive training before hand to get familiar with the products and current designs.

Provided cover to managers and other associated in days of holidays or sickness.

Carried out stock replenishment and ensured the merchandise was always well presented to interesting to customers passing by the shop.

Languages

Fluent in Bengali and Hindi and English. These three languages are particularly beneficial in the London retail environment.

IT skills

Proficient user of Microsoft Word, Microsoft Excel and Microsoft Powerpoint. Good knowledge of web browsing and researching using google, bing and yahoo.

Hobbies

I like to spent time with my family and friends when not working.

I like to learn new skills whenever possible.

Competency Statement 1 – Team Working

During my working in Carpetright there were senior managers and junior part time workers. During busy seasons we often had many more costumers in the store than employees. This required us to divide the work in the store efficiently among ourselves. The division of work would most often be done by the store manager.

However, often the manager would be busy with big clients wanting to purchase carpeting for a whole building and the rest of the staff would have to manage the remaining costumers in the store.

In such occasion we had big commercial costumers wanting to carpet a whole office building and the manager was busy with them. In the meanwhile there were many costumers in the store and there also a few on the phone asking for delivery updates.

I took responsibility upon myself to let the manager handle the big client more comfortably and dealt with most of the other costumers. I answered their questions about pricing, delivery, warranty, installation and returns. I was a senior staff member and was well placed to answer such questions.

After being given these details some clients would then want to “get a feel” for the carpets we sold. This show and tell part was a task the more junior staff could manage confidently, so I would let them take over from that point.

This also allowed to go answer the clients on the phone and answer their queries. This requires someone a bit senior who knew the delivery system scheduling software.

Me taking ownership of my work and using the skills of the rest of the team allowed me to effectively distribute work across all staff which made the job easier for everyone involved.

Competency Statement 2 – Time Management

Before starting my studies at university, I predicted that there would be clashes with my time between family, work and studies.

A new daily routine needed to be found or I would not have enough time for anything. I had to fit my studies into my routine such as to not negatively affect my other duties.

I thought the best way of re-organising my day would be to use an excel model and make a Gantt chart for my daily tasks. Being able to visualise things always had helped to think of things more efficiently. After making the Gantt chart I realised I was spending too much time in the morning getting ready, and likewise after getting back from work until dinner. I also realised if I chose an earlier shift at work, I'd be able to skip the rush hour on my way to and from work and this would give me a bit more free time. In making the chart I also noticed that I had many small tasks and chores spread throughout the week. These tasks being so spread out made them take even longer.

After carrying out a detailed analysis of my findings, I asked for my shifts to move to earlier ones. I made changes to my morning routine to make it faster, eg: I'd leave the clothes ready in the night before. After getting back from work, I would not waste time with facebook and go straight to shower and dinner. I packed all my smaller tasks and chores to Saturdays.

This way I managed to get 2 hours extra time per weekday and a full Sunday that I could then use for studying.

What I learned from this exercise

Through out the writing of this report I increase my skill in written English significantly and got a good idea of how to prepare a CV and what people will be looking for in it. I also got a good idea of what to look for in job adverts and how to know which skills the recruiters are looking for the most.

References

reed, 2017. [Online]

Available at: <https://www.reedglobal.com/blog/2017/07/the-purpose-of-a-person-specification>

targetjobs, 2017. [Online]

Available at: <https://targetjobs.co.uk/careers-advice/job-descriptions>