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Module Title - EMPL4007 Employability

Assignment No. - Assignment 1

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The purpose of the Job Description

The main purpose of a job description is to make sure your advert attracts the correct person for the job. This is why a good job description will have sufficient information about the tasks and responsibilities. (Mellor, 2009)

No one willingly performs badly at their jobs. Most poor performances happens because a poor job description was given and the person who applied for the job was not the best fit. Because of this it is very important to give an accurate and detailed job description when setting up an job advert.

A good job description should have some standard features that communicate clearly what the job demands:

- This can include a reasonably detailed description of the tasks that the candidate will be doing at the job and the relevant skills that the employer expects the candidate to have.
- Minimum education level and experience – some professions will require minimum education levels set by law, eg: lawyer, doctor;
- Any relocation or travel requirements, and if so how much
- A rough estimate of the salary. Many recruiters often hide the salary, for a new graduate salary might not be a compelling factor but experienced candidates might find this frustrating
- A rough description of interpersonal skills needed to succeed. This is, if the job requires lots of face-to-face meetings, working with people from other fields, etc.

A good job advert should have update its job description if and when the job changes. This is particularly relevant for industries such as retail where employees are often hired on short temporary contracts. The job description and respective advert should be updated regularly to reflect changing business requirements and/or changing salaries.

The purpose of the Person Specification

The person specification is a vital tool in recruiting as it allows to easily narrow down the skills the employer is looking for and the candidate can make a checklist to see if he/she fits the requirements or not. (reed, 2017)

Not to be confused with Job Description, a person specification should ask for personal skills/abilities that the employer wants. This can include team working skills, language skills, educational background, technical knowledge of the industry, etc.

Having this information clearly laid out helps in assessing prospective applications and selecting who to call for an interview. It also provides the candidate with a clearer idea of what to prepare for an interview as he/she knows which of his skills the company values most.

Most importantly, having a clearly laid out person specification can help the employer assess the candidate objectively against the desired and essential skills list. This is a good way to avoid any kind of unintentional favouritism and unfair discrimination. In addition this would also make comparing candidates much easier as there would be a standard check list to tick against.

The matter of unfair discrimination is particularly important now days. By law, companies and recruiters are not allowed to discriminate against any characteristics not related to the job description or person specification. This includes factors such as religion, race, etc. Having a clearly laid out and objective checklist can help turn the selection process to an almost mathematical problem where the candidate with most ticks gets the job.

Job specific CV for the position of Retail Assistant

CV Rowshon Akter

Telephone no. 07455962804

Address 58 Moira Court Balham High road

Personal Statement

I am a very active person. I have a good organisational skills and always motivated to work my best. I have a total of 18 years experience working in the retail/wholesale industry. Throughout these years I have gained experience in dealing with clients and managing sales teams.

Experience

2016-2017 Sabrong Retail Shop, London

Language skills – Talk to costumer in Hindi, Urdu Bengali and English.

Persuasion – Persuade and help consumers choose products to buy

Manager – Organise cash books, open/close shop, pay other employees their weekly salary

2013-2015 Hannah Fabric Retail Shop, London

Organisation – Making sure the shop is clean and in impeccable condition

Creativity – Displaying new fashion designs in creative way to attract costumers

Responsibility – Handling cash transaction and keeping a organised report of cash flow, processing credit transactions and ensuring costumer bank detail is secure

2010-2012 Nadim Fabrics Retail Shop, London

Target focus – consistently achieving daily sales targets

Responsibility – took on supervisory role, training new employees on pricing structures and shop policies

Working unsupervised– I would often open and manage the shop by myself, carry out daily bookkeeping duties and close the store

2000-2008 Whole Sale Shop, Portugal

Communication skills – Explaining pricing schemes to costumers

Negotiation skills – Clients came to buy one small box of shirts, I negotiated prices and persuaded them to buy five boxes.

Accounting – Booking keeping, monthly reports and loss/profit monitoring

Determination – I talked and persuaded costumers to buy products when they were not in the mood of buying

Education

Essol level 3 2012

Child care level 2 2012

A level, Bangladesh 1989

Languages

Bengali; Portugese; Hindi; Urdu; English

IT

Microsoft Word, Microsoft PowerPoint, Emails, Microsoft Excel

Hobbies

Online shopping, chatting with friends and family.

Competency Statement 1 – Team Working

Very recently when I was working on a group project for university, the group and I came across a difficult time. There had been miscommunication between the group leader, the teacher and the other group members. The tasks we were each responsible for were distributed wrongly. We making the planning for opening a restaurant.

My task had gotten mixed up, my actual task was to manage the budget and prepare a list of products to buy. By then I had already written a small section of project timekeeping.

To correct the confusion this has caused within the team, I got together with the team and handed them the work I had done to give it to the correct person. After the meeting I got on with my part of procuring and budgeting. After having written a first draft I showed it to the team. We had a long discussion about how to incorporate everyone's parts into a coherent presentation. I helped in getting the presentation slides to flow seamlessly by correcting background design, general layout, fonts and formatting, so that the final presentation would look as professional as possible. After the slides were made, I also helped the team with mock presentations by listening to them and giving feedback.

As result of my actions, the team produced a good, organised and structured presentation.

Competency Statement 2 – Time Management

When applying for university I knew there would be clashes with my current work and my family time due to studies taking up a lot of time.

I had to find a way to organise my time to fit in all my regular activities such as work, time with family and the occasional time with friends. Unless I could find a way to manage my time appropriately, I would have to stop or reduce my attention on any one of my daily activities.

I did not want to sacrifice my professional, family and social life because of studies. First action I took was reflect on my daily schedule and restructure any time that wasn't being used fully, for example time after dinner. I made a rigid routine for the normal weekdays. The routine set a limited amount of time to use for breakfast and getting read, a limited time for lunch and dinner, this would force me to be efficient during those parts of the day and avoid being sluggish in the morning and after returning from work. Using my new strict routine I managed to get a few hours per day to do all household chores. Additionally I moved all of my social activities to weekends, this allowed to have a predictable daily routine for weekdays with some flexibility on the weekends. The weekends now could also be used for important task that wasn't completed during the week.

By keeping to this strict routine I was able to manage approximately 20 extra hours per for family and the weekends spread between social activities and family.

Key learning goals

They key points I learned while writing this report were skills that recruiters look for and how to exactly present my skills so they see it best. This knowledge will be very useful when applying to jobs in the future.

Additionally, writing my CV and the rest of the report improved my English and Microsoft Word skills. This will be useful in the future.

References

Mellor, C., 2009. [Online]

Available at: <https://www.cumminsmellor.co.uk/news/2009/03/the-importance-of-the-job-description-and-person-specification-when-recruiting/>

reed, 2017. [Online]

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