



Prifysgol Cymru

Y Drindod Dewi Sant

University of Wales

Trinity Saint David

Report into personal employment readiness

Student Name: Noemi Baglieri

Student ID: 1916148

Lecturer: Sylvia Hoffmann

Module: Professional Career Development

Module ID: BMSW4005

Date: 04/01/2020

Term 3 – Group 7

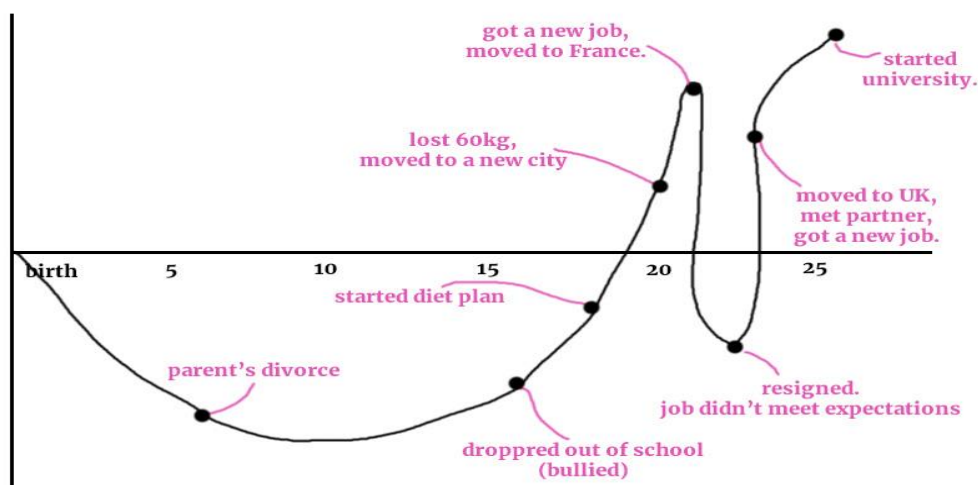
Table of Contents

1. Introduction	3
2. Reflection on Roleplay	3
3. Self-Motivation	3
4. Employability skills	4
5. SWOT Analysis.....	5
5.1 Strengths	5
5.2 Weaknesses	5
5.3 Opportunities	6
5.4 Threats	6
6. Career Ambitions	6
7. Conclusion	6
References	7
Appendix	8

1. Introduction

In this report, I will reflect and evaluate the skills which contribute to working effectively, and my readiness for employment. I will do this by outlining what skills are useful for effective working, and the analyse which, if any, of those I have and to what extent, through SWOT analysis.

To begin with, I had to look at how I got to where I am now. In order to decide how to progress, you must look at where you have come from. To do this, I made a lifeline graph, and plotted major moments in my life, to show if they were negative, or positive. This allowed me to track the highs and lows of my life, and my general career/life trajectory.



From this we can see that while there have been some negative moments in my life, I am currently on the up, and by completing this course it will only continue.

2. Reflection on Roleplay

The first part of this module's assessment was done in the form of a roleplay between an interviewer and a potential employee. The purpose of this was to encourage us to think about how we would handle an interview situation, and to learn the best ways to respond to questioning. I personally found this a very unpleasant assessment as I do not like public speaking and having to perform the role play in front of the whole class, which I had only joined a few months earlier and did not know anyone, made the experience very uncomfortable. While I found the performance side distressing, the actual writing and formulating of the script was quite simple and I did not struggle with it. I think that this shows that I can come up with good answers to typical interview questions, but I need to improve my self-confidence so that I am better at talking in front of people.

3. Self-Motivation

In class, we performed a self-motivation quiz. In this, we answered questions and based on our answers we were designated a score. This score then had a description of how self-motivated we are and what stops us from being motivated. I scored 27, which put me in the lowest bracket possible. The result said that I allow my doubts and fears to prevent me from succeeding. This very much fits

in line with my introverted nature. It shows that I find it difficult to motivate myself because I assume I will fail and is very much something I need to work on going forward. (See appendix)

4. Employability skills

Employability skills are the things that make someone good at working. They help to make an employee more productive by making them more proficient. Some of these can be with someone naturally (communication, problem solving), while some others take time to develop, over time with experience, and education. They help to lower the chance of errors, promote healthy relationships and teamwork with colleagues, and improve performance. Some more sought-after skills include: There are three main forms of communication; Para-verbal, Non-Verbal, and Verbal.

Verbal communication is more simply vocal communication. This can either be face to face, or over the telephone/video call. Para-verbal communication is the use of pitch, tone, and pacing of voices. Non-Verbal communication is anything that does not involve speaking, such as Email and SMS. Communication is made up of five parts; The transmitter, the receiver, the message, the method, and response.

Teamwork is working with one or more people on a common problem or goal. If you can work well in a team, it can lead to tasks being completed faster, and this is vital for an employer, as they have to match deadlines, and if someone cannot work in a team, work may be slower, and deadlines missed.

Problem solving is the ability to deal with unexpected issues alone, without being told what to do. It also means having a good understanding of potential problems and the ability to formulate effective solutions to them.

Reliability includes time keeping, replying in a prompt manner (such as email, text or phone calls) and the consistency and employees work level, and it is the same as trust. If someone is more reliable, an employer is more likely to trust them with important tasks and responsibilities. (Employability Skills: Definition and 10 Examples, 2020)

5. SWOT Analysis

I have made a SWOT analysis of my personal employment skills. This allows me to easily outline the areas I am good at, and which need improving. Thinking about these areas often helps with self-improvement.



Created by the Author

5.1 Strengths

I have always been very proud of my reliability, as my employers have always stated that I they do not have to worry about me being late or unable to complete tasks, and that they know I can accomplish almost anything they ask of me. This is largely in-part, due to my self-management skills. If someone (my employer) asks me to complete a task, I will always ensure it is done with minimal input from management or others. This is also linked to my problem-solving ability. I have also found it easier to just deal with problems myself, instead of asking for assistance as I like to challenge myself as well as not having to rely on others, which has really helped me to develop into a good independent worker.

5.2 Weaknesses

After conducting my SWOT analysis, I was able to identify that there are areas in which I can improve. While working at Tesco, I have learnt that it is important to have good communication. Dealing with customers every day means that if I am not clear, or if I misunderstand them, mistakes may be made. I think my written communication skills are adequate, speaking is a big problem for me. I have an introverted personality so, as I mentioned earlier, I find it difficult to speak to strangers or in groups. This also impacts my teamworking, as I find it difficult to have myself heard when there are “louder” voices in the group. I think it is easy for other people to see that I am an honest person. I am like an “open book” for the most part because I simply want to be. Hiding things and lying is just not for me. I always say what I think and never sugar-coat anything. I try to always be objective when an issue is brought up. I know when I made a mistake, and I always accept the responsibility and admit it. These are some of the few things that make people believe in my honesty and integrity.

5.3 Opportunities

As my time at Tesco has progressed, I have been given more and more responsibilities, and there is very much scope and possibility for me to go further in the company if I so wish. While my ambition is not to work for Tesco my entire life, it is unlikely I will go too far, but it shows that I am progressing quickly and indicates my underlying ability to learn. I am also studying at university which gives me a great opportunity to better myself and improve my future job prospects.

5.4 Threats

As I mentioned above, I am very introverted and find it difficult to express myself. This is possibly the biggest threat I have towards my betterment in the workplace. I am quiet and shy which often leads to me being overlooked or not taken seriously and is very much something I need to work on going forward. There is also my lack of qualifications. I did not finish school so have been plagued by my lack of qualifications since I was 16. In today's world, having a qualification, regardless of what it is, is very important in the eyes of an employer, and thankfully I am working towards that by attending University.

6. Career Ambitions

When I first started working at Tesco's, I was just a new entry eager to learn new things but also the new entry that had no clue on how to carry on basic tasks in the shop. The one everyone had to 'babysit' so they could avoid my mistakes. More than once I did things that were wrong, not on purpose, just because I was new. And I always made sure I corrected every little mistake, day by day, little by little. I was always there taking responsibility for it and apologising and asking for advice on how to do better. I welcome any constructive criticism as I am always looking to grow professionally, and as a person. After 8 months working here, I found myself with the store's keys, as I got promoted to team leader. I had no previous experience in managerial roles, and this was also my first job since I moved to the UK. I think this is a great proof of how much they trust and believe in me and shows the great progress I am making in the workplace.

Going forward, my ambition is to be a graphic designer. I have always been passionate about design and have found my self-drawn more and more towards as I have got older. My ability to use design software such as photoshop has only improved and I spend most of my time outside of work or university working on graphics for professional streamers on the platform Twitch. This has been a good way for me to get my name out and to work on a portfolio for the future. Once I finish the course I am currently on, I hope to move into a more design orientated degree to better allow me to improve my skills and better my chances of employment in the field I want.

7. Conclusion

Going forward, there are some things I can do to help increase my chances of employment. To start, I need to work on my self-confidence. This will in turn improve my communication skills and ability to work in a team. To do this, I will try to speak to more people, and attempt to practice talking to groups, by asking my friends to let me read to them. This will also help me when it comes to interviews and allow myself to better express my positive attributes to potential employers.

In the longer term, I will apply for a degree in Graphic Design. This will really help me to not only improve my skills as a designer, but also show employers that I can work under pressure and achieving results, by getting a qualification. If I choose not to work for a company, I will still have the

skills required to start my own, or possibly work freelance. By going to university to study, it opens many new possibilities for the future.

To conclude, while there are some areas in which I need to improve, overall, I would say that I am more than ready for the workplace. I have already been employed for over a year with the country's largest supermarket, in which I have very rapidly progressed, showing that I can learn fast, and that I can be relied upon to perform well. This sits me in good stead for future employment as they will see how quickly I can learn and progress. By going to university, I am showing that I am capable of self-improvement, and that I am always willing to better myself and strive for more knowledge. All these things show that I am a stronger worker and someone that any employer would be lucky to have.

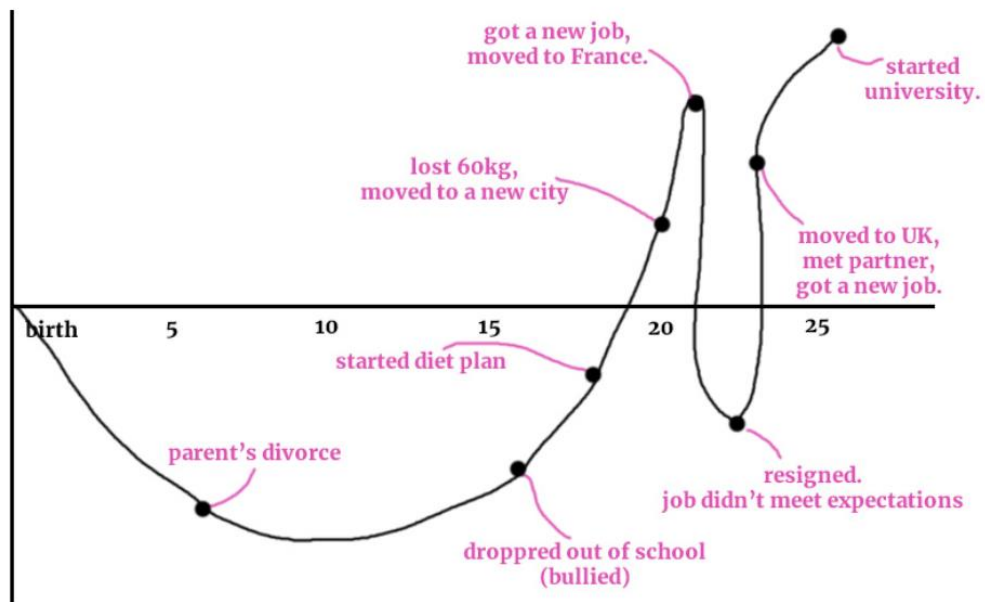
References

Employability Skills: Definition and 10 Examples. (2020, December 14). Retrieved from Indeed:
<https://www.indeed.com/career-advice/finding-a-job/employability-skills>

Appendix

7.10.2020 - Lifeline

Wednesday, October 21, 2020 11:46 AM



14.10.2020 - Can you prove it?

Honesty, Integrity and Trustworthy

I think it is easy for other people to see that I am an honest person. I am like an "open book" for most, because I simply want to be. Hiding things and lying it's just not for me.

I always say what I think and never sugar-coat anything. I try to always be objective when an issue is brought up. I know when I made a mistake, and I always accept the responsibility and admit it. These are some of the few things that make people believe in my honesty and integrity.

When I first started working at Tesco's, I was just a new entry eager to learn new things but also the new entry that had no clue on how to carry on basic tasks in the shop. The one everyone had to 'babysit' so they could avoid my mistakes. More than once I did things that were wrong, not on purpose, just because I was new. And I always made sure I corrected every little mistake, day by day, little by little. I was always there taking responsibility for it and apologising and asking for advice on how to do better. I welcome any constructive criticism as I am always looking to grow professionally, and as a person. After 8 months working here, I found myself with the store's keys, as I got promoted to team leader. I had no previous experience in managerial roles, and this was also my first job since I moved to the UK. I think this is a great proof of how much they trust and believe in me.

Able to listen to others & integrate quickly

I can integrate quickly with others because I am open-minded and I am always trying to put myself in other's shoes.

I enjoy having different cultures and backgrounds as well as people of different ages at work because I can learn so much more than I already know.

I ask many questions and advices if I am not sure about something.

I make sure everyone knows that we are all on the same page and no one is more important than another. Everyone is valued.

I am never afraid to show my weaknesses and I never take advantages on any other colleagues' weaknesses.

I know I am good at this because of my co-worker's reactions towards me. Everyone just seems to be happy when I am on shift.

When I came back from my one-month holiday, they made sure I knew how much they missed me. Some of them even hugged me.

At my birthday, they organised a little party in the staff room with cake and candles, just for me. One of them working for more than five years at Tesco, mentioned they never did anything like that for anyone. After that, I made sure every colleague's birthday was celebrated just like they did with mine.

Score Interpretation

Score	Comment
12-27	You allow your personal doubts and fears to keep you from succeeding. You've probably had a few incomplete goals in the past, so you may have convinced yourself that you aren't self-motivated - and then you've made that come true. Break this harmful pattern now, and start believing in yourself again. The tools and tips below will help you get back your motivation.
28-43	You're doing OK on self-motivation. You're certainly not failing - however, you could achieve much more. To achieve what you want, try to increase the motivation factors in all areas of your life. Read the relevant sections below , and work on them to strengthen your self-motivation.
44-60	Wonderful! You get things done, and you don't let anything stand in your way. You make a conscious effort to stay self-motivated, and you spend significant time and effort on setting goals and acting to achieve those goals. You attract and inspire others with your success. Treasure this - and be aware that not everyone is as self-motivated as you are! (Read below for more.)